From: Hart, Debbi [mailto:Hart.Debbi@epa.gov]

Sent: Thursday, July 06, 2017 3:36 PM **To:** Snowden, Gregory A; Hunt, Loretta

Subject: FW: EPA Draft VERA/VSIP Request - theme chart for restructured positions

Importance: High

From: Hart, Debbi

Sent: Wednesday, July 05, 2017 10:09 AM

To: 'Mahoney, Michael J' < Mike. Mahoney@opm.gov >

Subject: FW: EPA Draft VERA/VSIP Request Email 2 of 3 - OPM's Responses to Draft Targeted Positions In 22 Offices-- 6-

29-2017

Importance: High

Hey Mike-

Please see the info and chart below. The chart shows the themes the agency developed and the narrative preceding it describes how the positions would be restructured. **Ex. 5 - Deliberative Process** Does this help? Debbi

Any way we could use this theme chart to make our case about the majority of restructured positions?

Ex. 5 - Deliberative Process

EPA

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

From: Hart, Debbi

Sent: Monday, July 03, 2017 9:37 AM

To: Mahoney, Michael J < Mike. Mahoney@opm.gov >

Subject: Re: EPA Draft VERA/VSIP Request Email 2 of 3 - OPM's Responses to Draft Targeted Positions In 22 Offices-- 6-

29-2017

Thanks Mike -

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Debbi

Sent from my iPhone

On Jun 30, 2017, at 11:05 PM, Mahoney, Michael J < Mike. Mahoney@opm.gov > wrote:

Hey Debbi,

Ex. 5 - Deliberative Process

-mike

Sent from my iPad

On Jun 30, 2017, at 4:17 PM, "Hart, Debbi" < Hart.Debbi@epa.gov > wrote:

Thanks. Can we please talk?

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Mahoney, Michael J [mailto:Mike.Mahoney@opm.gov]

Sent: Friday, June 30, 2017 3:15 PM **To:** Hart, Debbi < <u>Hart.Debbi@epa.gov</u>>

Subject: RE: EPA Draft VERA/VSIP Request Email 2 of 3 - OPM's Responses to Draft

Targeted Positions In 22 Offices-- 6-29-2017

Hi Debbie,

Ex. 5 - Deliberative Process

Hope this helps (can talk if need be, let me know)

-mike

From: Hart, Debbi [mailto:Hart.Debbi@epa.gov]

Sent: Friday, June 30, 2017 3:05 PM

To: Mahoney, Michael J

Subject: FW: EPA Draft VERA/VSIP Request Email 2 of 3 - OPM's Responses to Draft

Targeted Positions In 22 Offices-- 6-29-2017

Importance: High

Mike-

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Based on our conversation yesterday, we thought this level of detail would be sufficient. I'm available today and Monday to discuss. I'm really concerned about our time line! Thanks Mike. Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Snowden, Gregory A [mailto:Gregory.Snowden@opm.gov]

Sent: Friday, June 30, 2017 2:48 PM

To: Hunt, Loretta < Hunt.Loretta@epa.gov >

Cc: Hart, Debbi < Hart. Debbi@epa.gov >; Mahoney, Michael J

<Mike.Mahoney@opm.gov>

Subject: RE: EPA Draft VERA/VSIP Request Email 2 of 3 - OPM's Responses to Draft

Targeted Positions In 22 Offices-- 6-29-2017

Good afternoon Loretta,

Ex. 5 - Deliberative Process

Thank you for your assistance in this request.

Gregory Snowden OPM From: Hunt, Loretta [mailto:Hunt.Loretta@epa.gov]

Sent: Thursday, June 29, 2017 9:14 PM **To:** Snowden, Gregory A; Mahoney, Michael J

Cc: Hart, Debbi

Subject: RE: EPA Draft VERA/VSIP Request Email 2 of 3 - OPM's Responses to Draft

Targeted Positions In 22 Offices-- 6-29-2017

Importance: High

Greg/Mike,

Ex. 5 - Deliberative Process

I will provide responses to the other comments from Greg and the Team but this seemed like an easy (I hope) fix. Let me know what you think. Thanks.

Loretta L. Hunt Branch Chief Policy and Accountability Branch Policy, Planning and Training Division Office of Human Resources U.S. EPA

Phone: (202) 564-6963 Email: hunt.loretta@epa.gov

From: Snowden, Gregory A [mailto:Gregory.Snowden@opm.gov]

Sent: Thursday, June 29, 2017 1:46 PM **To:** Hunt, Loretta < <u>Hunt.Loretta@epa.gov</u>>

Cc: Coleman, Darrell E < <u>Darrell.Coleman@opm.gov</u>>; Butler, Monica < Monica.Butler@opm.gov>; Hart, Debbi < Hart.Debbi@epa.gov>

Subject: EPA Draft VERA/VSIP Request Email 2 of 3 - OPM's Responses to Draft Targeted Positions In 22 Offices-- 6-29-2017

Good afternoon Loretta,

Gregory Snowden
OPM

From: Hunt, Loretta [mailto:Hunt.Loretta@epa.gov]

Sent: Friday, June 16, 2017 7:13 PM

To: Snowden, Gregory A; Mahoney, Michael J; Coleman, Darrell E; Thornton, Cathryn;

Butler, Monica; Mulligan, James S. EOP/OMB

Cc: Vizian, Donna; Showman, John; Gray, Linda; Carpenter, Wesley; Hart, Debbi; Parker,

Gary

Subject: Re: EPA Draft VERA/VSIP Request Email 2 of 3

EPA's targeted position spreadsheet.

From: Hunt, Loretta

Sent: Friday, June 16, 2017 6:55 PM

To: Snowden, Gregory A; Mahoney, Michael J; Coleman, Darrell E; Thornton, Cathryn;

Butler, Monica; Mulligan, James S. EOP/OMB

Cc: Vizian, Donna; Showman, John; Gray, Linda; Carpenter, Wesley; Hart, Debbi; Parker,

Gary

Subject: EPA Draft VERA/VSIP Request Email 1 of 3

The U.S. Environmental Protection Agency is submitting a draft VERA/VSIP request to OPM and OMB for review and comment. The agency is submitting one overall request but specific details are included for each program and regional office since the needs of each organization varies. The agency is submitting the following documentation:

- 1. EPA's VSIP Request (.pdf)
- 2. EPA's VERA Request (.pdf)
- 3. Business cases (all contained in one Word file; the Table of Contents provides direct links to each of our 22 business cases)
- 4. Targeted positions spreadsheets for each office (Excel file)
- 5. Organization charts (one .pdf file)
- 6. Agency level analysis/summary slides (PowerPoint)

We will send three emails containing the agency's draft request and supporting documentation.

Should you have any questions or concerns about EPA's request, you may contact me at hunt.loretta@epa.gov; (202)564-6963 or Debbi Hart at hart.debbi@epa.gov; (202) 564-2011.

Thank you in advance for your assistance with EPA's workforce reshaping efforts.

From: Hitchens, Lynnann [hitchens.lynnann@epa.gov]

Sent: 5/26/2017 2:49:20 PM

To: Hart, Debbi [Hart.Debbi@epa.gov]

CC: Vizian, Donna [Vizian.Donna@epa.gov]; Showman, John [Showman.John@epa.gov]; Lemley, Lauren

[Lemley.Lauren@epa.gov]

Subject: EPA Workforce Reshaping Information

Attachments: Ex. 5 - Deliberative Process

Importance: High

Debbi Ex. 5 - Deliberative Process Thanks,

Lynnann

Lynnann Hitchens

Acting Director, Office of Resources, Operations and Management

Office of Administration and Resources Management

P: 202-564-3184 M: 202-617-0738

From: Vizian, Donna

Sent: Monday, April 17, 2017 5:26 PM

To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Cc: Showman, John <Showman.John@epa.gov>
Subject: FW: EPA Workforce Reshaping Information

Importance: High

Wanted you to know that I shared this with the ARAs. Let's talk about what you should communicate to them tomorrow. We also need a lead for our package. Should that be Dan? Jan? you?

From: Vizian, Donna

Sent: Monday, April 17, 2017 5:01 PM

To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants

<2017Regionfirstassistants@epa.gov>

Cc: DAA-Career <<u>DAACareer@epa.gov</u>>; DRA <<u>DRA@epa.gov</u>>; Brincks, Mike <<u>brincks.mike@epa.gov</u>>; Buhl, Rick <<u>Buhl.Rick@epa.gov</u>>; Carter, Rick <<u>Carter.Rick@epa.gov</u>>; Esher, Diana <<u>Esher.Diana@epa.gov</u>>; Graves, Kimberly <<u>graves.kimberly@epa.gov</u>>; Harmon, Russell <<u>Harmon.Russell@epa.gov</u>>; Helm, Arron <<u>Helm.Arron@epa.gov</u>>;

Kenyon, Michael <Kenyon. Michael@epa.gov>; Lapierre, Kenneth <lapierre.kenneth@epa.gov>; Lindsay, Nancy

<Lindsay.Nancy@epa.gov>; Manna, Richard <Manna.Richard@epa.gov>; McDonald, James

< McDonald.James@epa.gov>; McIlwain, Serena < McIlwain.Serena@epa.gov>; Newton, Cheryl

<Newton.Cheryl@epa.gov>; Sanders, Amy <Sanders.Amy@epa.gov>; Tellis, Vickie <Tellis.Vickie@epa.gov>;

Westenberger, Andrea <<u>Westenberger.Andrea@epa.gov</u>>; Gray, Linda <<u>gray.linda@epa.gov</u>>; Hart, Debbi

<hart.Debbi@epa.gov>

Subject: EPA Workforce Reshaping Information

Importance: High

HI Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission

should be no more than one page and sent to Debbi Hart with a copy to me by May 5th. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

Ex. 5 - Deliberative Process

Your office submittals will be compiled into one, agency-level VERA/VSIP proposal that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, no later than May 24, 2017.

Ex. 5 - Deliberative Process

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best, Donna

List of Attachments

3.

1. 2.

Ex. 5 - Deliberative Process

5.

4.

5. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

To: Cunningham, Dennis[Cunningham.Dennis@epa.gov] Cc: Cherry, Katrina[Cherry.Katrina@epa.gov]; Hart, Debbi[Hart.Debbi@epa.gov] From: Hunt, Loretta Sent: Thur 5/25/2017 11:13:39 PM Subject: RE: OITA's VERA/VSIP proposal Dennis, Sorry, misread the chart re: the 2210. Thanks for the budget explanation. OITA is good to go. I'll follow-up if we need anything else. Have a good weekend. Loretta L. Hunt **Branch Chief** Policy and Accountability Branch Policy, Planning and Training Division Office of Human Resources U.S. EPA Phone: (202) 564-6963 Email: hunt.loretta@epa.gov From: Cunningham, Dennis Sent: Thursday, May 25, 2017 3:36 PM To: Hunt, Loretta < Hunt.Loretta@epa.gov> Cc: Cherry, Katrina < Cherry. Katrina@epa.gov> Subject: RE: OITA's VERA/VSIP proposal Loretta,

In reference to your questions:

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Hope this helps and regards, Mike 202.564.0324

Ex. 5 - Deliberative Process

If I've misunderstood the questions, please give me a call. I'll be glad to rework the proposal and the attachments, as needed.

Dennis

Dennis H. Cunningham, Deputy Director

Office of Management & International Services

Office of International & Tribal Affairs

U.S. Environmental Protection Agency

Cunningham.dennis@epa.gov

Phone: 202-564-6622

From: Hunt, Loretta

Sent: Thursday, May 25, 2017 1:00 PM

To: Cunningham, Dennis < Cunningham. Dennis@epa.gov >; Cherry, Katrina

<<u>Cherry.Katrina@epa.gov</u>>

Cc: Hart, Debbi < Hart. Debbi@epa.gov >; Schulman, Marvin < Schulman. Marvin@epa.gov >; McNeal, Detha < McNeal. Detha@epa.gov >; Kuhns, Jason < Kuhns. Jason@epa.gov >; Parker,

Gary parker.gary@epa.gov>; Hampton, Torrey <hampton.torrey@epa.gov>

Subject: FW: OITA's VERA/VSIP proposal

Dennis,

I've reviewed OITA's business case and overall it's sound. There are a few minor corrections/clarifications:

Ex. 5 - Deliberative Process

Please let me know if you have any questions or concerns. Thanks.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Cunningham, Dennis

Sent: Wednesday, May 24, 2017 1:44 PM To: Hart, Debbi < Hart. Debbi @epa.gov >

Cc: Nishida, Jane < Nishida.Jane@epa.gov >; Hill, Randy < Hill.Randy@epa.gov >; Cherry,

Katrina < Cherry.Katrina@epa.gov>
Subject: OITA's VERA/VSIP proposal

Debbi,
OITA's proposal is attached. We've placed the budget information in a separate Excel spreadsheet.
Let me know if you need additional information from us.
Thanks,
Dennis
Dennis H. Cunningham, Deputy Director
Office of Management & International Services
Office of International & Tribal Affairs
U.S. Environmental Protection Agency
Cunningham.dennis@epa.gov
Phone: 202-564-6622

From: Showman, John [Showman.John@epa.gov]

Sent: 5/25/2017 10:52:15 PM

To: Vizian, Donna [Vizian.Donna@epa.gov]

CC: Cooper, Marian [Cooper.Marian@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]

Subject: Re: Flynn.V.V.2017.docx

Ex. 5 - Deliberative Process

Sent from my iPhone

On May 25, 2017, at 6:22 PM, Vizian, Donna < Vizian. Donna@epa.gov > wrote:

Ex. 5 - Deliberative Process

On May 25, 2017, at 4:53 PM, Cooper, Marian < Cooper. Marian@epa.gov > wrote:

draft

<Flynn.V.V.2017.docx>

To: Kuhns, Jason[kuhns.jason@epa.gov]; Willig, Jeanine[willig.jeanine@epa.gov]; Parker,

Gary[parker.gary@epa.gov]

Cc: Loretta Hunt[Hunt.Loretta@epa.gov]; Carpenter, Wesley[Carpenter.Wesley@epa.gov]

From: Hart, Debbi

Sent: Mon 5/22/2017 5:29:22 PM Subject: Reminder about V/V data pull

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Let's

discuss how we want to address this given a tentative June time frame for package submittal to OPM/OMB. Gary – can you make sure we have a brief meeting to discuss if needed? Thanks! Debbi

Debbi Hart Director

Policy, Planning & Training Division OHR, OARM USEPA 202.564.2011 hart.debbi@epa.gov

From: Vizian, Donna [Vizian.Donna@epa.gov]

Sent: 3/1/2017 4:49:30 PM

To: Bloom, David [Bloom.David@epa.gov]; Terris, Carol [Terris.Carol@epa.gov]

CC: Showman, John [Showman.John@epa.gov]; Helm, Arron [Helm.Arron@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]

Subject: Workforce Planning Document

Attachments: Workforce Planning options March 1 2017.docx

David and Carol – Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process | If you need anything else or if we can help with a conversation with OMB, please let us know.

Best, Donna

FY14 Workforce Planning Process Team Contact List - Team 1

Senior Management Champion:						
Angela Freeman	202-564-2849	freeman.angela@epa.gov				
Project Manager:						
Debbi Hart	202-564-2011	hart.debbi@epa.gov				
VERA/VSIP Policy Lead:						
Loretta Hunt	202-564-6963	hunt.loretta@epa.gov				
Data Analysis and Reporting:						
Jason Kuhns	202-564-3236	kuhns.jason@epa.gov				
Data Analysis and Verification:						
Cathy McLaughlin	702-798-2452	mclaughlin.cathy@epa.gov				
Position Management/Classificat	tion/Organizationa	l Review:				
Ken Henderson	202-564-7876	henderson.kenneth@epa.gov				
Retirement counseling, calculations and processing:						
Patricia Moore	202-564-0570	moore.patricia@epa.gov				
Reorganizations:						
Veronica Smith	202-564-8432	smith.veronica@epa.gov				
Labor/Employee Relations:						
Sandy Pearlman	202-564-6038	pearlman.sandra@epa.gov				
Training and IDPs:						
Edna Mercado	202-564-9086	mercado.ednad@epa.gov				

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]

Sent: 7/20/2017 5:00:57 PM

To: Johnston, Khanna [Johnston.Khanna@epa.gov]
CC: Zarba, Christopher [Zarba.Christopher@epa.gov]

Subject: RE: Request (invitation) for staff to please come to staff meeting

Hello Khanna-

Thanks for circling back—we are a little busy over here. Are the questions around employee benefits? Want to make sure we get you the right person. Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Johnston, Khanna

Sent: Thursday, July 20, 2017 12:47 PM **To:** Hart, Debbi < Hart.Debbi@epa.gov>

Cc: Zarba, Christopher <Zarba.Christopher@epa.gov>

Subject: FW: Request (invitation) for staff to please come to staff meeting

Hi Debbi,

Just reaching out again, was hoping we could ask you to a future staff meeting or whatever works best for you? Thank you, khanna

From: Johnston, Khanna

Sent: Tuesday, July 18, 2017 12:48 PM
To: Hart, Debbi <hart.Debbi@epa.gov>

Subject: Request (invitation) for staff to please come to staff meeting

Debbi,

Chris Zarba asked if I would please reach out to you and ask if you or staff would kindly be willing to come to the next SAB staff meeting. At our weekly staff meeting today, a few staff had questions about Vera/Vsip and how to factor in their concerns with respect to the press re: new Bill being proposed in the House that "MAY" make changes or is proposing changes. While Chris and I tried to explain the new bill is a proposal, and explained no one can answer those type of questions, he promised to get the right people in the room to do a 10 minute or 15 min presentation on the types of things staff should be thinking about in order to make an informed decision.

We were told by Chris Robbins you were the most knowledgeable and the best to come in and help answer these types of questions and explain, there are some things we can't answer...

Would you be willing to come to the next staff meeting, or whenever is convenient to chat with our staff for 10-15min? Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process Our staff meetings are Tuesday's at 10am.

Thank you kindly,

ED_001372_00005798-00001

khanna			

Khanna Johnston, Acting Deputy Director I Science Advisory Board I U.S. Environmental Protection Agency 1200 Pennsylvania Ave, NW (MC-1400R) I Washington DC 20460 I work 202.564.2820

From: Mairose, Sue [Mairose.Sue@epa.gov]

Sent: 7/19/2017 4:32:06 PM

To: Stultz, Lisa [Stultz.Lisa@epa.gov]; Hincks, Dave [Hincks.Dave@epa.gov]

CC: Hart, Debbi [Hart.Debbi@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Jimenez, Elaine

[Jimenez.Elaine@epa.gov]; Connors, Sandra [Connors.Sandra@epa.gov]; Mason, Colleen [Mason.Colleen@epa.gov];

Duross, Jeanne [Duross.Jeanne@epa.gov]; Plagge, David [Plagge.David@epa.gov]; Bonner, Jerome

[Bonner.Jerome@epa.gov]

Subject: RE: VSIP Related Request

Good afternoon Lisa.

We agree that the opinion of OGC would be valuable to receive. Can you please have someone from your staff make the inquiry regarding this issue?

We appreciate your assistance and guidance in this request.

Thank you Lisa,

Sue

Sue Mairose
Branch Chief, Employee Benefits
Environmental Protection Agency
Cincinnati HR Shared Service Center
26 W. Martin Luther King Dr.
Benefits Branch MS N-132
Cincinnati, OH 45268
513-569-7951
(Fax) 513-487-2567

Benefits Common Line (513) 569-7699

Benefits emailbox: CIN_HRSSC_Benefits_Central@epa.gov

From: Stultz, Lisa

Sent: Wednesday, July 19, 2017 7:54 AM

To: Hincks, Dave <Hincks.Dave@epa.gov>; Mairose, Sue <Mairose.Sue@epa.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Jimenez, Elaine

<Jimenez.Elaine@epa.gov>; Connors, Sandra <Connors.Sandra@epa.gov>; Mason, Colleen <Mason.Colleen@epa.gov>;

Duross, Jeanne < Duross. Jeanne@epa.gov>; Plagge, David < Plagge. David@epa.gov>

Subject: RE: VSIP Related Request

Good morning,

I had a chance to look at this a bit this morning. This is an OPM requirement, and is based in the authority granted to Agencies under 5 U.S.C. 3524. I looked at OPM's guidance, as well as the code cited, and couldn't find a definition of "direct contract." As Dave notes, we can ask OGC for their opinion. In addition, the employee might want to go to OPM and ask the question since this is an OPM directive. I've attached OPM's guidance which contains this reference. Thanks!

Lisa Lisa M. Stultz, Director Cincinnati Procurement Operations Division (CPOD) U.S. Environmental Protection Agency 26 West Martin Luther King Drive

Mail Stop: NORWOOD Cincinnati, OH 45268 Office: 513-487-2041 Email: stultz.lisa@epa.gov

https://www.opm.gov/policy-data-oversight/workforce-restructuring/voluntary-separation-incentive-payments/guide.pdf

https://www.opm.gov/policy-data-oversight/workforce-restructuring/voluntary-separation-incentive-payments

From: Hincks, Dave

Sent: Tuesday, July 18, 2017 6:46 PM
To: Mairose, Sue < Mairose, Sue @epa.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Jimenez, Elaine

<<u>Jimenez.Elaine@epa.gov</u>>; Connors, Sandra <<u>Connors.Sandra@epa.gov</u>>; Mason, Colleen <<u>Mason.Colleen@epa.gov</u>>; Keith, Jennie <<u>Keith.Jennie@epa.gov</u>>; Duross, Jeanne <<u>Duross.Jeanne@epa.gov</u>>; Stultz, Lisa <<u>Stultz.Lisa@epa.gov</u>>;

Plagge, David < <u>Plagge.David@epa.gov</u>> **Subject:** RE: VSIP Related Request

Sue,

A personal services contract means that by the express terms or as it is administered, it makes the contractor personnel appear to be, in effect, Government employees (FAR 2.101). The following is a more detailed explanation from FAR 37.104.

37.104 -- Personal Services Contracts

- (a) A personal vervices contract is characterized by the employer-employee relationship it creates between the Government and the contractor's personnel. The Government is normally required by the civil service laws. Obtaining personal services by contract, rather than by direct hirs, circumvents those laws unless Congress has specifically authorized acquisition of the services by contract.
- (b) Agencies shall not award personal services contracts unless specifically authorized by statute (e.g., S.U.S.C. 3109) to do so.

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- (1) An employer-employee relationship under a service contract occurs when, as a result of
 - (i) the contract's terms or
 - (ii) the manner of its administration during performance, contractor personnel are subject to the relatively continuous supervision and control of a Government officer or employee. However, giving an order for a specific article or service, with the right to reject the finished product or result, is not the type of supervision as control that converts an individual who is an independent contractor (such as a contractor employee) into a Covernment employee.
- (2) Each contract arrangement must be judged in the light of its own facts and circumstances, the key question always being: Will the Government exercise relatively continuous supervision and central over the contractor personnel performing the contract. The sporadic, unsufficient supervision of only one of a large number of contractor employees might reasonably be considered not relevant, while relatively continuous Government supervision of a substantial number of contractor employees would have to be taken strongly into account (see (d) of this section).
- (d) The following descriptive elements should be used as a guide in assessing whether or not a proposed contrast is personal in nature
 - (1) Performance on site.
 - (2) Principal tools and equipment furnished by the Government
 - (1) Services are applied directly to the integral effort of agencies as an organizational subport in furtherance of assigned function or mission
 - (4) Comparable services, meeting comparable needs, are performed in the same or similar agencies using civil service personnel
 - (5) The need for the type of service provided can reasonably be expected to last beyond 1 year.
 - (6) The inherent nature of the service, or the manner as which it is provided, reasonably requires directly or indirectly, Government direction or supervision of contractor employees in order to --
 - (i) Adequately prosect the Government's interest,
 - (ii) Retain control of the function involved; or
 - (iii) Retain full personal responsibility for the function supported in a duly authorized Federal officer or employee
- (a) When specific sumstory authority for a personal service contract is cited, obtain the review and opinion of legal rounsel.
- (f) Personal services contracts for the services of individual experts or consultants are limited by the Classification Act. in addition, the Office of Personnel Management has established requirements which apply in acquiring the personnel services of experts or consultants with the cognizant civilian personnel office.

A good example from the EPA are the ORD Student Service contracts. In that program, the students we place on contract are directly supervised by an ORD Federal employee (i.e. an ORD scientist). This type of relationship would normally be not allowed; however, ORD obtained special Congressional authority to enter into these contractual relationships.

A normal non-personal services contract occurs in most all cases. With this, supervision of the contract employees stays within the contractor channels. While there is oversight and technical direction provided by Government employees (Contracting Officers and Contracting Officer Representatives) during performance of these contracts, the direction is to the contractor as a whole, and not to individual contractor employees.

Regarding a "direct contract," I am not sure what that means. To me, "personal services contract" and "direct contract" are synonymous; however, the VERA/VSIP guidance seems to distinguish between the two. If there are other references to direct contracts in the guidance, please send those to me and hopefully I can help.

As an aside, I believe the route that was taken to coordinate with the ethics office was a good one. Personnel must have an understanding of the post-employment conflict of interest restrictions at 5 CFR 2641 (see https://www.oge.gov/web/oge.nsf/Resources/5+C.F.R.+Part+2641:+Post-Employment+Conflict+of+Interest+Restrictions)

If you have not already done so, I recommend OGC reviews your question and my response. I will be glad to forward to Maria Kavouras and Jeff Herrema if you would like.

Respectfully,

Dave

David Hincks
Manager, Specialized Service Center
Cincinnati Procurement Operations Division (OAM/CPOD)
Office of Acquisition Management
U.S. Environmental Protection Agency
(513) 487-2146
CPOD/SPECSC/ORD-OW-OSWER – CPOD/SPECSC/OAR-OARM

From: Mairose, Sue

Sent: Tuesday, July 18, 2017 3:48 PM **To:** Hincks, Dave < Hincks, Dave@epa.gov>

Cc: Hart, Debbi Hunt, Loretta Hunt, Loretta@epa.gov; Jimenez, Elaine

<Jimenez.Elaine@epa.gov>; Connors, Sandra <Connors.Sandra@epa.gov>; Mason, Colleen <Mason.Colleen@epa.gov>;

Keith, Jennie < Keith.Jennie@epa.gov>; Duross, Jeanne < Duross.Jeanne@epa.gov>

Subject: FW: VSIP Related Request

Good afternoon Dave,

With the current VERA/VSIP underway the SSC's received the question below from an employee. It that the Ethics office has already been contacted as well with no luck.

Under the VERA/VSIP terms it states that repayment is required if the employee "later accepts employment for compensation with the Government of the United States within 5 years of the date of the separation on which the VSIP is based, including work under a personal services contract or other direct contract." What is the definition of "personal services contract or other direct contract?" For instance, if I accepted a VSIP and took a position with a private company, if that company had an existing or won a new government contract and I was asked to work on it, would that constitute a repayment?

Any information or guidance that you can provide regarding can the employee work under the contractor status identified above would be greatly appreciated. I have also copied the Benefits Branch Chief in Las Vegas, Elaine Jimenez on this email, as this employee works in the Office of Water which is serviced by the Las Vegas Shared Service Center.

Thank you Dave,

Sue

Sue Mairose
Branch Chief, Employee Benefits
Environmental Protection Agency
Cincinnati HR Shared Service Center
26 W. Martin Luther King Dr.
Benefits Branch MS N-132
Cincinnati, OH 45268
513-569-7951
(Fax) 513-487-2567

Benefits Common Line (513) 569-7699

Benefits emailbox: CIN HRSSC Benefits Central@epa.gov

From: Connors, Sandra

Sent: Tuesday, July 18, 2017 2:01 PM
To: Hart, Debbi < Hart. Debbi@epa.gov>

Cc: Mairose, Sue < Mairose. Sue@epa.gov>; Hunt, Loretta < Hunt. Loretta@epa.gov>

Subject: RE: VSIP Related Request

Thank you so much!

From: Hart, Debbi

Sent: Tuesday, July 18, 2017 1:27 PM

To: Connors, Sandra < Connors. Sandra@epa.gov>

Cc: Mairose, Sue <Mairose.Sue@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>

Subject: RE: VSIP Related Request

Sandra-

Thanks for circling back. I couldn't get an answer on my first attempt but Sue is trying. She will connect with you as soon as she knows more. Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Connors, Sandra

Sent: Tuesday, July 18, 2017 11:35 AM
To: Hart, Debbi < Hart.Debbi@epa.gov >
Subject: FW: VSIP Related Request

Just left you a vm – hate to bother you with this but Ethics says not their issue and not sure who might have this answer?

From: Connors, Sandra

Sent: Friday, July 14, 2017 12:30 PM

To: Hart, Debbi <hart.Debbi@epa.gov>; Keith, Jennie <Keith.Jennie@epa.gov>; Duross, Jeanne

<Duross.Jeanne@epa.gov>

Subject: FW: VSIP Related Request

Debbi/Jennie/Jeanne - Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Thanks!

inanks

From: Mason, Colleen

Sent: Friday, July 14, 2017 12:23 PM

To: Connors, Sandra < Connors. Sandra@epa.gov >

Subject: FW: VSIP Related Request

Hi Sandra-

Ex. 5 - Deliberative Process

Colleen Mason 202-343-9641

From: ESB SSC LV

Sent: Friday, July 14, 2017 11:38 AM

To: Mason, Colleen < Mason. Colleen@epa.gov>

Subject: RE: VSIP Related Request

Colleen, for appropriate guidance / response to your inquiry regarding post-employment, you should contact your Program Office's Ethics Official. S/He will offer you direction on personal services contract or other direct contracts as stated in your email. Hope this helps.

Have a pleasant weekend.

Elaine Jimenez

Supervisory Human Resources Specialist (Benefits) (Employee Services Branch Chief)
HRMD - Las Vegas
(702) 798-2402 - Office
(702) 798-2416 - Fax

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From: Mason, Colleen

Sent: Thursday, July 13, 2017 8:50 AM
To: ESB SSC LV@epa.gov>

Subject: VSIP Related Request

I am looking for clarification on the VSIP repayment requirement. The language reads as follows:

An employee who receives a VSIP and later accepts employment for compensation with the Government of the United States within 5 years of the date of the separation on which the VSIP is based, including work under a personal services contract or other direct contract, must repay the entire amount of the VSIP to the agency that paid it - before the individual's first day of reemployment.

Can you please describe examples of "personal services contract or other direct contract." I am asking based on the following scenario:

- I am offered and accept a VSIP
- I accept employment with a private company
- The company wins a federal contract
- I am asked to work on that contract

Is this a scenario under which repayment would be required? Is that considered a personal services or direct contract?

Colleen Mason National Aquatic Resource Surveys U.S. Environmental Protection Agency

Office: 202-343-9641 Mason.Colleen@epa.gov

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]

Sent: 5/16/2017 10:57:12 PM

To: Helm, Arron [Helm.Arron@epa.gov]
Subject: RE: V/V and Standardized PDs

Got it and thanks. Can I quote you on this? lol

From: Helm, Arron

Sent: Tuesday, May 16, 2017 3:31 PM **To:** Hart, Debbi < Hart.Debbi@epa.gov> **Subject:** RE: V/V and Standardized PDs

I don't think the standardized PDs pose a problem.

PDs are not intended to include every duty or task of a position – the standardized include broad overarching responsibilities. There are a couple of options:

Ex. 5 - Deliberative Process

Also, I think for the most used standardized PDs it is not that big of a deal – they are for things like OSC, RPM, IT Specialist with specific parentheticals etc. For some, like the OSC and RPM they are interdisciplinary – we could just restructure to single series PDs as an option.

Not sure if this gets totally to the point, but the bottom line is there are easy ways to modify or move people to new PDs if necessary – we can also implement new specific standards to accommodate.

From: Hart, Debbi

Sent: Tuesday, May 16, 2017 1:12 PM **To:** Helm, Arron < Helm.Arron@epa.gov > **Subject:** FW: V/V and Standardized PDs

Importance: High

Hey—can you please weigh in on whether a standardized PD can be restructured per OPM requirements? Can't seem to get anything from the SSCs on this issue. Thanks in advance! Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Hunt, Loretta

Sent: Tuesday, May 16, 2017 10:45 AM

To: Engebretson, Lizabeth < Engebretson. Lizabeth@epa.gov >; Taylor, Jeremy < Taylor, Jeremy@epa.gov >; Bonner, Jerome

<Bonner.Jerome@epa.gov>

Cc: Carter, Rick < Carter.Rick@epa.gov>; Helm, Arron < Helm.Arron@epa.gov>; Schulman, Marvin

<Schulman.Marvin@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Subject: V/V and Standardized PDs

SSC Directors,

We're receiving questions from programs/regions about how after-V/V restructuring would impact standardized PDs. This is what we advised organizations based on our discussions with the SSCs from the last V/V initiative:

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Loretta L. Hunt Branch Chief Policy and Accountability Branch Policy, Planning and Training Division Office of Human Resources U.S. EPA

Phone: (202) 564-6963 Email: hunt.foretta@epa.gov

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]

Sent: 5/25/2017 1:34:29 PM

To: Parker, Gary [parker.gary@epa.gov]; Kuhns, Jason [kuhns.jason@epa.gov]; Willig, Jeanine [willig.jeanine@epa.gov];

Loretta Hunt [Hunt.Loretta@epa.gov]

Subject: FW: Region 1 VERA VSIP Proposal Summary, Spreadsheet of Targeted Positions, and Org Chart

Attachments: Region 1 Org Chart 5-24-17.pptx; Region 1 Targeted Positions Template 5-23-17.xlsx; R1 V-V Business Case 5-24-

17.docx

#9

From: Shanahan, Katherine

Sent: Wednesday, May 24, 2017 4:22 PM

To: Hunt, Loretta < Hunt.Loretta@epa.gov>; Hart, Debbi < Hart.Debbi@epa.gov>

Subject: Region 1 VERA VSIP Proposal Summary, Spreadsheet of Targeted Positions, and Org Chart

Good Afternoon Loretta and Debbi

Attached please find the VERA/VSIP proposal from Region 1. Please let us know if you have any questions.

Kathie

Katherine Shanahan Human Resource Manager EPA New England Region 1 617-918-1619

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]

Sent: 4/26/2017 6:00:57 PM

To: Mahoney, Michael J [Mike.Mahoney@opm.gov]

CC: Hunt, Loretta [Hunt.Loretta@epa.gov]

Subject: RE: V-V "safe positions" [WARNING: DKIM validation failed]

Importance: High

Hi Mike-

Any chance we can discuss the issues below? If you have 15 mins today or tomorrow we would love to pick your brain. Thanks again- I know it's a busy time. D

From: Mahoney, Michael J [mailto:Mike.Mahoney@opm.gov]

Sent: Friday, April 21, 2017 4:42 PM
To: Hart, Debbi < Hart. Debbi@epa.gov>
Cc: Hunt, Loretta < Hunt. Loretta@epa.gov>

Subject: Re: V-V "safe positions" [WARNING: DKIM validation failed]

Hi Debbi,

I'll digest this and circle back with you next week.

Sure, we can talk if you prefer/think that will help

-Mike

Sent from my iPhone

On Apr 21, 2017, at 4:05 PM, Hart, Debbi < Hart. Debbi@epa.gov > wrote:

Mike-

Per my v-mail messages, please see the scenarios below. Also, we would like to hear from you on whether OPM will need to see restructured PDs **Ex. 5 - Deliberative Process**

Ex. 5 - Deliberative Process along with the VERA/VSIP submittal to you. We are concerned that we may not have all PDs reclassified timely. Any chance Loretta and I could discuss all of this with you? Thanks in advance. Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Hunt, Loretta

Sent: Thursday, April 20, 2017 5:16 PM

To: Hart, Debbi < Hart. Debbi@epa.gov >

Subject: V-V "safe positions"

Both the VERA and VSIP Guides state:

"... the agency may also offer VSIP (or VERA) to employees in safe positions that could then provide placement opportunities for employees holding surplus positions."

Ex. 5 - Deliberative Process

We'd like to discuss the following scenarios that don't involve restructured positions:

Scenario 1

Ex. 5 - Deliberative Process

Scenario 2

Ex. 5 - Deliberative Process

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963

Phone: (202) 564-6963 Email: hunt.loretta@epa.gov

From: Mahoney, Michael J [mailto:Mike.Mahoney@opm.gov]

Sent: Friday, April 07, 2017 11:15 AM
To: Helm, Arron < Helm. Arron@epa.gov>

Subject: Fwd: Questions from EPA [WARNING: DKIM validation failed]

Arron

Thanks for the questions...

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

I hope this helps...

-Mike

Sent from my iPad

On Mar 31, 2017, at 9:05 AM, "Reinhold, Mark D" < Mark.Reinhold@opm.gov > wrote:

Could someone please respond to these questions from EPA? Please email responses to helm.arron@epa.gov

1. OPM's guidance states: "Besides providing an incentive for employees to voluntarily retire or resign to avoid potential reduction in force actions, the agency may also offer VERA to employees in safe positions that could then provide placement opportunities for employees occupying surplus positions."

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

2.

Ex. 5 - Deliberative Process

Mark Reinhold

Associate Director, Employee Services

and Chief Human Capital Officer

mark.reinhold@opm.gov

To schedule a meeting, please contact Redmond Merrell on (202) 606-2520.

From: Vizian, Donna [Vizian.Donna@epa.gov]

Sent: 7/20/2017 4:52:21 PM

To: Hart, Debbi [Hart.Debbi@epa.gov]

Subject: RE: Request (invitation) for staff to please come to staff meeting

This seems to be an SSC topic???

From: Hart, Debbi

Sent: Thursday, July 20, 2017 12:51 PM **To:** Vizian, Donna < Vizian. Donna@epa.gov>

Subject: FW: Request (invitation) for staff to please come to staff meeting

Please see below.

Ex. 5 - Deliberative Process

From: Johnston, Khanna

Sent: Thursday, July 20, 2017 12:47 PM **To:** Hart, Debbi < <u>Hart.Debbi@epa.gov</u>>

Cc: Zarba, Christopher <Zarba.Christopher@epa.gov>

Subject: FW: Request (invitation) for staff to please come to staff meeting

Hi Debbi,

Just reaching out again, was hoping we could ask you to a future staff meeting or whatever works best for you? Thank you, khanna

From: Johnston, Khanna

Sent: Tuesday, July 18, 2017 12:48 PM
To: Hart, Debbi <hr/>
Hart.Debbi@epa.gov>

Subject: Request (invitation) for staff to please come to staff meeting

Debbi,

Chris Zarba asked if I would please reach out to you and ask if you or staff would kindly be willing to come to the next SAB staff meeting. At our weekly staff meeting today, a few staff had questions about Vera/Vsip and how to factor in their concerns with respect to the press re: new Bill being proposed in the House that "MAY" make changes or is proposing changes. While Chris and I tried to explain the new bill is a proposal, and explained no one can answer those type of questions, he promised to get the right people in the room to do a 10 minute or 15 min presentation on the types of things staff should be thinking about in order to make an informed decision.

We were told by Chris Robbins you were the most knowledgeable and the best to come in and help answer these types of questions and explain, there are some things we can't answer...

Would you be willing to come to the next staff meeting, or whenever is convenient to chat with our staff for 10-

15min? Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Thank you kindly,

khanna

Khanna Johnston, Acting Deputy Director I Science Advisory Board I U.S. Environmental Protection Agency 1200 Pennsylvania Ave, NW (MC-1400R) I Washington DC 20460 I work 202.564.2820



From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]

Sent: 5/19/2017 8:03:58 PM

To: Lane, Vicki [Lane.Vicki@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]

CC: Strauss, Alexis [Strauss.Alexis@epa.gov]; Jordan, Deborah [Jordan.Deborah@epa.gov]; McIlwain, Serena

[McIlwain.Serena@epa.gov]; Angelich, Michelle [Angelich.Michelle@epa.gov]

Subject: RE: Region 9's VERA VSIP Workforce Reshaping by Appropriation - Response Due May 19

Thanks Vicki- We'll let you know if we have any questions. Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Lane, Vicki

Sent: Friday, May 19, 2017 3:00 PM

To: Vizian, Donna < Vizian.Donna@epa.gov>; Hart, Debbi < Hart.Debbi@epa.gov>; Hunt, Loretta

<Hunt.Loretta@epa.gov>

Cc: Strauss, Alexis <Strauss.Alexis@epa.gov>; Jordan, Deborah <Jordan.Deborah@epa.gov>; McIlwain, Serena

<McIlwain.Serena@epa.gov>; Angelich, Michelle <Angelich.Michelle@epa.gov>

Subject: Region 9's VERA VSIP Workforce Reshaping by Appropriation - Response Due May 19

Hello Donna and Debbi,

Attached is Region 9's VERA/VSIP workforce reshaping plans by appropriation. Please let me know if you have any questions.

Regards, Vicki J. Lane Human Resources Officer, Region 9 U.S. Environmental Protection Agency 75 Hawthorne Street, Mail Code: EMD-2

San Francisco, CA 94105 Email: lane.vicki@epa.gov Phone: 415-972-3827

From: Vizian, Donna

Sent: Friday, May 12, 2017 12:57 PM

To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants

<2017Regionfirstassistants@epa.gov>

Cc: Hart, Debbi < Hart. Debbi@epa.gov>; Parker, Gary < parker.gary@epa.gov>; Hunt, Loretta < Hunt.Loretta@epa.gov>;

Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; DAA-Career

<DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>

Subject: Workforce Reshaping follow up

Hi Everyone,

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Two other things:

Ex. 5 - Deliberative Process

OPM's revised VSIP template addresses safe positions (attached, pg. 2, first paragraph):

The agency's targeted population chart, "... may include additional categories of employees beyond those whose positions are directly targeted for elimination/restructuring (i.e., positions that are not the main focus for reduction/restructuring/elimination, but which are included in the VSIP offering only to the extent that they may provide a placement for an employee whose position will be reduced/restructured/eliminated.)

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Enjoy the weekend.

Donna

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]

Sent: 5/16/2017 10:56:39 PM

To: Loretta Hunt [Hunt.Loretta@epa.gov]
Subject: FW: V/V and Standardized PDs

What do you think? Can we quote him on this? Don't we owe this answer to Josh Fowler in R8—others too maybe??

From: Helm, Arron

Sent: Tuesday, May 16, 2017 3:31 PM **To:** Hart, Debbi < Hart. Debbi@epa.gov> **Subject:** RE: V/V and Standardized PDs

Ex. 5 - Deliberative Process

PDs are not intended to include every duty or task of a position – the standardized include broad overarching responsibilities. There are a couple of options:

1) 2)

Ex. 5 - Deliberative Process

3)

Ex. 5 - Deliberative Process

Not sure if this gets totally to the point,

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

From: Hart, Debbi

Sent: Tuesday, May 16, 2017 1:12 PM **To:** Helm, Arron < <u>Helm.Arron@epa.gov</u>> **Subject:** FW: V/V and Standardized PDs

Importance: High

Hey-

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Thanks in advance! Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Hunt, Loretta

Sent: Tuesday, May 16, 2017 10:45 AM

To: Engebretson, Lizabeth < Engebretson. Lizabeth@epa.gov >; Taylor, Jeremy < Taylor, Jeremy@epa.gov >; Bonner, Jerome

<Bonner.Jerome@epa.gov>

Cc: Carter, Rick < Carter.Rick@epa.gov>; Helm, Arron < Helm.Arron@epa.gov>; Schulman, Marvin

<Schulman.Marvin@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Subject: V/V and Standardized PDs

SSC Directors,

We're receiving questions from programs/regions about how after-V/V restructuring would impact standardized PDs. This is what we advised organizations based on our discussions with the SSCs from the last V/V initiative:

Ex. 5 - Deliberative Process

Thoughts?

Loretta L. Hunt Branch Chief Policy and Accountability Branch Policy, Planning and Training Division Office of Human Resources U.S. EPA

Phone: (202) 564-6963 Email: hunt.foretta@epa.gov

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]

Sent: 5/25/2017 5:03:34 PM

To: Barber, Anthony [Barber.Anthony@epa.gov]
CC: Loretta Hunt [Hunt.Loretta@epa.gov]
Subject: RE: Region 10 VERA VSIP Business Case

That's correct- we get that you're not anticipating a reorg but OPM will want to see your org chart regardless. And yes, the level you describe, w/o names and in PowerPoint would be appreciated. Thanks! DH

From: Barber, Anthony

Sent: Thursday, May 25, 2017 12:27 PMTo: Hart, Debbi < Hart. Debbi@epa.gov>Cc: Hunt, Loretta < Hunt. Loretta@epa.gov>Subject: RE: Region 10 VERA VSIP Business Case

Hi Debbi,

Sure.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Anthony L. Barber, PE Acting Human Capital Officer and Manager, HRF Unit Director, Oregon Operations Office US EPA Region IO 805 SW Broadway, Suite 500 Portland, OR 97205

503-326-6890 (phone) 503-326-3399 (fax) barber,anthony@epa.gov

From: Hart, Debbi

Sent: Thursday, May 25, 2017 7:23 AM

To: Barber, Anthony <<u>Barber.Anthony@epa.gov</u>>
Cc: Hunt, Loretta <<u>Hunt.Loretta@epa.gov</u>>
Subject: RE: Region 10 VERA VSIP Business Case

Tony- Can you please forward us R10's current org chart? Thanks! Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Lindsay, Nancy

Sent: Wednesday, May 24, 2017 9:06 PM **To:** Hart, Debbi Hart.Debbi@epa.gov>

Cc: Pirzadeh, Michelle < <u>Pirzadeh.Michelle@epa.gov</u>>; Opalski, Dan < <u>Opalski.Dan@epa.gov</u>>; Barber, Anthony

<Barber.Anthony@epa.gov>; Dalrymple, Anne <Dalrymple.Anne@epa.gov>; Harmon, Russell

<Harmon.Russell@epa.gov>

Subject: Region 10 VERA VSIP Business Case

Debi,

Attached please find Region 10's business case for the agency's VERA/VSIP. We appreciate the opportunity to participate. If you need any additional information, please contact Region 10's Acting HCO, Tony Barber, at (503) 326-6890.

Thank you,

Nancy Lindsay R10 ARA

From: Kuhns, Jason [Kuhns.Jason@epa.gov]

Sent: 5/19/2017 5:18:04 PM

To: Lane, Vicki [Lane.Vicki@epa.gov]

CC: Parker, Gary [parker.gary@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]

Subject: RE: V/V: Can you please help--

Attachments: Ex. 5 - Deliberative Process

Vicki,

Ex. 5 - Deliberative Process

Thanks,

Jason Kuhns

U.S. Environmental Protection Agency Office of Human Resources 202-564-3236 kuhns.jason@epa.gov

From: Hart, Debbi

Sent: Friday, May 19, 2017 12:59 PM **To:** Kuhns, Jason < Kuhns. Jason@epa.gov>

Cc: Parker, Gary <parker.gary@epa.gov>; Lane, Vicki <Lane.Vicki@epa.gov>

Subject: V/V: Can you please help--

Importance: High

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process THANKS!

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP From:

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]

Sent: 7/20/2017 4:50:50 PM

Vizian, Donna [Vizian.Donna@epa.gov] To:

Subject: FW: Request (invitation) for staff to please come to staff meeting

Please see below. Should we be entertaining these requests?

From: Johnston, Khanna

Sent: Thursday, July 20, 2017 12:47 PM To: Hart, Debbi < Hart. Debbi@epa.gov>

Cc: Zarba, Christopher <Zarba.Christopher@epa.gov>

Subject: FW: Request (invitation) for staff to please come to staff meeting

Hi Debbi,

Just reaching out again, was hoping we could ask you to a future staff meeting or whatever works best for you? Thank you, khanna

From: Johnston, Khanna

Sent: Tuesday, July 18, 2017 12:48 PM To: Hart, Debbi < Hart. Debbi@epa.gov>

Subject: Request (invitation) for staff to please come to staff meeting

Debbi,

Chris Zarba asked if I would please reach out to you and ask if you or staff would kindly be willing to come to the next SAB staff meeting. At our weekly staff meeting today, a few staff had questions about Vera/Vsip and how to factor in their concerns with respect to the press re: new Bill being proposed in the House that "MAY" make changes or is proposing changes. While Chris and I tried to explain the new bill is a proposal, and explained no one can answer those type of questions, he promised to get the right people in the room to do a 10 minute or 15 min presentation on the types of things staff should be thinking about in order to make an informed decision.

We were told by Chris Robbins you were the most knowledgeable and the best to come in and help answer these types of questions and explain, there are some things we can't answer...

Would you be willing to come to the next staff meeting, or whenever is convenient to chat with our staff for 10-Ex. 5 - Deliberative Process 15min? Ex. 5 - Deliberative Process Dur staff meetings are Tuesday's at 10am.

Thank you kindly,

khanna

Khanna Johnston, Acting Deputy Director I Science Advisory Board I U.S. Environmental Protection Agency 1200 Pennsylvania Ave, NW (MC-1400R) I Washington DC 20460 I work 202.564.2820

From: Brincks, Mike [brincks.mike@epa.gov]

Sent: 5/24/2017 5:42:41 PM

To: Hart, Debbi [Hart.Debbi@epa.gov]

CC: Vizian, Donna [Vizian.Donna@epa.gov]; Krehbiel, Ben [Krehbiel.Ben@epa.gov]; Chu, Ed [Chu.Ed@epa.gov];

Flournoy, Karen [Flournoy.Karen@epa.gov]

Subject: R7's VV submittal

Attachments: Ex. 5 - Deliberative Process

Hi Debbi,

R7's VV package attached.

If you have any questions on the specifics, please contact my Deputy, Ben Krehbiel (913-551-7106) or me.

Thanks,

Mike



Mike Brincks

Assistant Regional Administrator
Office of Policy & Management
US Environmental Protection Agency, Region 7
11201 Renner Boulevard
Lenexa, KS 66219
Office: 913-551-7799

Office: 913-551-7799 brincks.mike@epa.gov

From: Hitchens, Lynnann [hitchens.lynnann@epa.gov]

Sent: 4/14/2017 3:11:58 PM

To: Hart, Debbi [Hart.Debbi@epa.gov]

Subject: RE: EPA Workforce Reshaping Information

Attachments: Ex. 5 - Deliberative Process

Lynnann Hitchens

Acting Director, Office of Resources, Operations and Management

Office of Administration and Resources Management

P: 202-564-3184 M: 202-617-0738

From: Hart, Debbi

Sent: Friday, April 14, 2017 9:16 AM

To: Carpenter, Wesley < Carpenter. Wesley@epa.gov> **Subject:** EPA Workforce Reshaping Information

Thanks for reviewing! Really want to make sure all instructions are clear.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Otherwise, this should be the full package.

I'm going to be adding a list of all the attachments with a brief description of what they are and can be used for. Please let me know your thoughts. THANKS AGAIN!

Greetings EPA Colleagues-

Ex. 5 - Deliberative Process

Your office submittals will be compiled into one, agency-level VERA/VSIP proposal that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 15, 2017.**

Ex. 5 - Deliberative Process

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606.

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]

Sent: 5/19/2017 7:57:14 PM

To: Kuhns, Jason [kuhns.jason@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Loretta Hunt [Hunt.Loretta@epa.gov]

Subject: FW: Region III Submission-Workforce Reshaping Follow up

Attachments: R3 VERA VSIP Major Themes.xlsx

Ex. 5 - Deliberative Process

From: Rodrigues, Cecil

Sent: Friday, May 19, 2017 2:59 PM

To: Vizian, Donna <Vizian.Donna@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Cc: McManus, Catharine <mcmanus.catharine@epa.gov>; Esher, Diana <Esher.Diana@epa.gov>; Armstead, John A.

<Armstead.John@epa.gov>; Krakowiak, John <Krakowiak.John@epa.gov>

Subject: Region III Submission-Workforce Reshaping Follow up

Donna:

Attached is Region III submission of target VERA/VSIP offers by theme and appropriations. If you have any questions or need more information, please contact Diana Esher, ARA or Kate McManus, HRO.

Thanks. Cecil

Cecil Rodrigues
Acting Regional Administrator
EPA Region III (3RA00)
1650 Arch Street
Philadelphia, PA 19103
215.814.2683

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]

Sent: 5/16/2017 10:39:30 PM

To: Peabody, Hitch [Peabody.Hitch@epa.gov]
CC: Loretta Hunt [Hunt.Loretta@epa.gov]

Subject: FW: Workforce SES Position

Attachments: R9 V-V Request 12-20-13 2of2.pdf; R9 V-V Request 12-20-13 1of2.pdf

Hello Hitch-

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Thanks. Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Hunt, Loretta

Sent: Tuesday, May 16, 2017 6:25 PM **To:** Hart, Debbi < Hart.Debbi@epa.gov> **Subject:** Workforce SES Position

Debbi,

Ex. 5 - Deliberative Process

Also, OPM's guidance on SES allocations can be found on pg. 4 of the <u>SES Guide</u>.

Loretta L. Hunt Branch Chief Policy and Accountability Branch Policy, Planning and Training Division Office of Human Resources U.S. EPA

Phone: (202) 564-6963 Email: hunt.loretta@epa.gov

From: Showman, John [Showman.John@epa.gov]

Sent: 4/26/2017 5:33:07 PM

To: Vizian, Donna [Vizian.Donna@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]

Subject: FW: Region 9's Draft Early Out, Buyout Survey

Attachments

Ex. 5 - Deliberative Process

????? Do we really want a ELS-Deliberative Process ??

From: Lane, Vicki

Sent: Wednesday, April 26, 2017 1:11 PM

To: Showman, John <Showman.John@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Cc: McIlwain, Serena < McIlwain. Serena@epa.gov>; Angelich, Michelle < Angelich. Michelle@epa.gov>

Subject: Region 9's Draft Early Out, Buyout Survey

Hi John and Debbi,

Serena said you were interesting in Region 9 Ex.5-Deliberative Process

Regards, Vicki J. Lane

Human Resources Officer, Region 9 U.S. Environmental Protection Agency 75 Hawthorne Street, Mail Code: EMD-2

San Francisco, CA 94105 Email: <u>lane.vicki@epa.gov</u> Phone: 415-972-3827

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]

Sent: 5/19/2017 5:11:36 PM

To: Lane, Vicki [Lane.Vicki@epa.gov]
CC: Loretta Hunt [Hunt.Loretta@epa.gov]

Subject: RE: Question about internal merit promotion and safe positions

Don't worry about completing this. OPM updated their template but the info we are requesting captures all that is needed for our submittal.

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Lane, Vicki

Sent: Friday, May 19, 2017 1:06 PM **To:** Hart, Debbi Hart, Debbi https://doi.org/10.100/pdf

Subject: FW: Question about internal merit promotion and safe positions

FYI

From: Shanahan, Katherine

Sent: Thursday, May 18, 2017 7:12 PM

To: Pastalove, Barbara < <u>Pastalove.Barbara@epa.gov</u>>; Rubel, Robert < <u>Rubel.Robert@epa.gov</u>>; McManus, Catharine

<<u>mcmanus.catharine@epa.gov</u>>; Schwartz, Barbara <<u>Schwartz.Barbara@epa.gov</u>>; Breneman, Sara <<u>breneman.sara@epa.gov</u>>; Rodriguez, Ray <<u>Rodriguez.Ray@epa.gov</u>>; Price, Patricia <<u>price.patricia@epa.gov</u>>; Fowler,

Joshua <<u>Fowler_Joshua@epa.gov</u>>; Lane, Vicki <<u>Lane.Vicki@epa.gov</u>>; Barber, Anthony <<u>Barber.Anthony@epa.gov</u>>; Atkinson, Ryan <<u>Atkinson.Ryan@epa.gov</u>>; Taylor, Jeremy <<u>Taylor_Jeremy@epa.gov</u>>; Engebretson, Lizabeth

<Engebretson.Lizabeth@epa.gov>

Subject: Question about internal merit promotion and safe positions

Hi Folks

On today's call, Vicki inquired Ex. 5 - Deliberative Process we are completing fit with the message that came out a week ago that had an OPM template attached to it. At the time it came up, I could not place the template to which Vicki was referring. In checking after the call, I found this. In case some of you have not seen it, I am sending to all who were on the call.

As background, on the RA call I referenced during our call today, one of the ARA's asked about how a saved position could be filled (see below). Loretta and Debi were also on the call. John said they would check though the question that had been posed. When he provided the answer, he also attached a copy of the template that the Agency is going to have to fill out to help support the answer which he was providing. This is not a template we complete but the information that Loretta and Debi are gathering from us will assist them in completing it. Hope that helps anyone who has not seen this and thanks for raising it Vicki.

From: Showman, John

Sent: Thursday, May 11, 2017 5:25 PM

To: ARA < ARA@epa.gov>

Cc: Vizian, Donna < Vizian. Donna@epa.gov >; Hart, Debbi < Hart. Debbi@epa.gov >; Hunt, Loretta

<<u>Hunt.Loretta@epa.gov</u>>; Hitchens, Lynnann <<u>hitchens.lynnann@epa.gov</u>>

Subject: Question about internal merit promotion and safe positions

Ex. 5 - Deliberative Process

OPM's revised VSIP template addresses safe positions (attached, pg. 2, first paragraph):

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Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Please let Debbi, Loretta or me know if you have further questions. Thanks.

John L Showman III, Acting Principal Deputy Assistant Administrator Office of Administration and Resources Management US Environmental Protection Agency 202-564-5341

Sent: Tuesday, May 09, 2017 1:30 PM **To:** Hunt, Loretta < <u>Hunt, Loretta@epa.gov</u>>

Subject: Question about internal merit promotion and safe positions

Loretta,

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]

Sent: 5/19/2017 7:56:53 PM

To: Rodrigues, Cecil [rodrigues.cecil@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]

CC: McManus, Catharine [mcmanus.catharine@epa.gov]; Esher, Diana [Esher.Diana@epa.gov]; Armstead, John A.

[Armstead.John@epa.gov]; Krakowiak, John [Krakowiak.John@epa.gov]

Subject: RE: Region III Submission-Workforce Reshaping Follow up

Cecil- thanks for your submittal. Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Rodrigues, Cecil

Sent: Friday, May 19, 2017 2:59 PM

To: Vizian, Donna < Vizian. Donna@epa.gov>; Hart, Debbi < Hart. Debbi@epa.gov>

Cc: McManus, Catharine <mcmanus.catharine@epa.gov>; Esher, Diana <Esher.Diana@epa.gov>; Armstead, John A.

<Armstead.John@epa.gov>; Krakowiak, John <Krakowiak.John@epa.gov>

Subject: Region III Submission-Workforce Reshaping Follow up

Donna:

Attached is Region III submission of target VERA/VSIP offers by theme and appropriations. If you have any questions or need more information, please contact Diana Esher, ARA or Kate McManus, HRO.

Thanks. Cecil

Cecil Rodrigues
Acting Regional Administrator
EPA Region III (3RA00)
1650 Arch Street
Philadelphia, PA 19103
215.814.2683

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]

Sent: 5/19/2017 7:54:43 PM

To: Dalrymple, Anne [Dalrymple.Anne@epa.gov]

CC: Westenberger, Andrea [Westenberger.Andrea@epa.gov]; Kuhns, Jason [kuhns.jason@epa.gov]; Parker, Gary

[parker.gary@epa.gov]

Subject: RE: R10_VERA VSIP Major Themes_5_19_2017.xlsx

Anne-

I checked with Jason Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Dalrymple, Anne

Sent: Friday, May 19, 2017 3:23 PM **To:** Hart, Debbi Hart.Debbi@epa.gov

Cc: Westenberger, Andrea < Westenberger. Andrea@epa.gov> **Subject:** R10_VERA VSIP Major Themes_5_19_2017.xlsx

Hi Debbi – Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

I'm stepping out for lunch but will take my phone.

Thanks! Anne

Anne Dalrymple
Acting Deputy Assistant Regional Administrator
U.S. Environmental Protection Agency
1200 Sixth Ave, Suite 900, OMP 212
Seattle, WA 98101
(206) 553-6313

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]

Sent: 5/25/2017 4:57:25 PM

To: Parker, Gary [parker.gary@epa.gov]; Kuhns, Jason [kuhns.jason@epa.gov]; Willig, Jeanine [willig.jeanine@epa.gov];

Loretta Hunt [Hunt.Loretta@epa.gov]

Subject: FW: V/V Information

Attachments: Region 6 Leadership Org Chart.pdf; R6 VV Justification (Final).docx; R6 Workforce Numbers for HQs.xlsx

Ex. 5 - Deliberative Process

From: Gray, David

Sent: Thursday, May 25, 2017 12:00 PM

To: Vizian, Donna < Vizian. Donna@epa.gov>; Hart, Debbi < Hart. Debbi@epa.gov>

Cc: Coleman, Sam <Coleman.Sam@epa.gov>; Gray, David <gray.david@epa.gov>; McDonald, James

<McDonald.James@epa.gov>; Hill, Troy <Hill.Troy@epa.gov>

Subject: V/V Information

Sam is traveling today and asked that I forward this information to you. Please let us know if you have any questions.

From: Kutzke, Julie [Kutzke.Julie@epa.gov]

Sent: 5/19/2017 4:58:09 PM

To: Vizian, Donna [Vizian.Donna@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]

CC: Shaw, Betsy [Shaw.Betsy@epa.gov]; Dunham, Sarah [Dunham.Sarah@epa.gov]; Monroe, Scott

[Monroe.Scott@epa.gov]

Subject: OAR Submission: Workforce Reshaping follow up

Attachments: OAR VERA VSIP Major Themes.xlsx

Donna/Debbi,

I am forwarding you OAR's submission on behalf of Sarah Dunham and Betsy Shaw.

Let us know if you have any questions.

Julie Kutzke

Office of Air and Radiation

From: Vizian, Donna

Sent: Friday, May 12, 2017 3:57 PM

To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants

<2017Regionfirstassistants@epa.gov>

Cc: Hart, Debbi < Hart. Debbi@epa.gov >; Parker, Gary < parker.gary@epa.gov >; Hunt, Loretta < Hunt.Loretta@epa.gov >;

Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <<u>Carpenter.Wesley@epa.gov</u>>; DAA-Career

<DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>

Subject: Workforce Reshaping follow up

Hi Everyone,

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Two other things: Ex. 5 - Deliberative Process

OPM's revised VSIP template addresses safe positions (attached, pg. 2, first paragraph):

The agency's targeted population chart, "... may include additional categories of employees beyond those whose positions are directly targeted for elimination/restructuring (i.e., positions that are not the main focus for reduction/restructuring/elimination, but which are included in the VSIP offering only to the extent that they may provide a placement for an employee whose position will be reduced/restructured/eliminated.)

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Enjoy the weekend.

Donna

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]

Sent: 5/23/2017 10:37:41 PM

To: Milton, Laura [Milton.Laura@epa.gov]
Subject: RE: EPA Workforce Reshaping Information

LOL- totally appreciate your support Laura. Thanks for it and keep it coming!

From: Milton, Laura

Sent: Tuesday, May 23, 2017 6:36 PM To: Hart, Debbi < Hart. Debbi@epa.gov>

Subject: RE: EPA Workforce Reshaping Information

You all are doing a great job at trying to manage something totally unmanageable and being so patient with everyone! I may not be much help but am glad to do anything you need as you're trying to pull everything together. Hang in there!

Sent from my Windows Phone

From: Hart, Debbi

Sent: 5/23/2017 4:57 PM

To: Milton, Laura

Subject: RE: EPA Workforce Reshaping Information

LOL! Can you feel the sarcasm? ©

From: Milton, Laura

Sent: Tuesday, May 23, 2017 4:55 PM **To:** Hart, Debbi < <u>Hart.Debbi@epa.gov</u>>

Subject: RE: EPA Workforce Reshaping Information

I'm so glad you love hearing from us ;)

Sent from my Windows Phone

From: Hart, Debbi

Sent: 5/23/2017 4:45 PM **To:** OHR PMOs; RHRO

Cc: Hitchens, Lynnann; Carpenter, Wesley; Gray, Linda; Hunt, Loretta; Parker, Gary; Showman, John; Vizian, Donna

Subject: FW: EPA Workforce Reshaping Information

All-

1.

Just a reminder of what we are looking for in your VERA/VSIP submission.

Your office submittals will be compiled into one, agency-level VERA/VSIP proposal that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017.**

Ex. 5 - Deliberative Process

2.

3.

Ex. 5 - Deliberative Process

Should you have questions, please contact Debbi Hart or Loretta Hunt- we love hearing from you.

List of Attachments

1. 2.

Ex. 5 - Deliberative Process

3.

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Vizian, Donna

Sent: Monday, April 17, 2017 5:01 PM

To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants

<2017Regionfirstassistants@epa.gov>

Cc: DAA-Career <<u>DAACareer@epa.gov</u>>; DRA <<u>DRA@epa.gov</u>>; ARA <<u>ARA@epa.gov</u>>; Gray, Linda

<gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Subject: EPA Workforce Reshaping Information

Importance: High

HI Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5th. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

Ex. 5 - Deliberative Process

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Ex. 5 - Deliberative Process

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best, Donna

List of Attachments

1. 2.

4.

5.

Ex. 5 - Deliberative Process

6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]

Sent: 5/19/2017 4:38:33 PM **To**: ARA [ARA@epa.gov]

CC: RHRO [RHRO@epa.gov]; OHR PMOs [OHR_PMOs@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Loretta Hunt

[Hunt.Loretta@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Gray, Linda [gray.linda@epa.gov]; Showman, John [Showman.John@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]; Westenberger, Andrea

[Westenberger.Andrea@epa.gov]

Subject: FW: Workforce Reshaping follow up

Greetings All-

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Thank you again for your efforts. As always, please let me know if you have questions. Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Vizian, Donna

Sent: Friday, May 12, 2017 3:57 PM

To: 2017HQfirstassistants < 2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants

<2017Regionfirstassistants@epa.gov>

Cc: Hart, Debbi < Hart.Debbi@epa.gov >; Parker, Gary < parker.gary@epa.gov >; Hunt, Loretta < Hunt.Loretta@epa.gov >;

Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <<u>Carpenter.Wesley@epa.gov</u>>; DAA-Career

<DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>

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Hi Everyone,

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Enjoy the weekend.

Donna

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]

Sent: 5/23/2017 8:58:57 PM

To: Cunningham, Dennis [Cunningham.Dennis@epa.gov]

Subject: RE: EPA Workforce Reshaping Information

Sounds great- just your current org chart then. Thanks Dennis.

From: Cunningham, Dennis

Sent: Tuesday, May 23, 2017 4:49 PM **To:** Hart, Debbi < Hart. Debbi@epa.gov>

Subject: RE: EPA Workforce Reshaping Information

Debbi,

I'll send OITA's tomorrow.

We've mentioned in the narrative that there'll be no change to our org structure as a result of the VERA/VSIP. Do you still need an org chart included?

Dennis

Dennis H. Cunningham, Deputy Director Office of Management & International Services Office of International & Tribal Affairs U.S. Environmental Protection Agency Cunningham.dennis@epa.gov

Phone: 202-564-6622

From: Hart, Debbi

Sent: Tuesday, May 23, 2017 4:45 PM

To: OHR PMOs < OHR PMOs@epa.gov>; RHRO < RHRO@epa.gov>

Cc: Hitchens, Lynnann < hitchens.lynnann@epa.gov>; Carpenter, Wesley < Carpenter.Wesley@epa.gov>; Gray, Linda < gray, linda@epa.gov>; Hunt, Loretta < Hunt, Loretta@epa.gov>; Parker, Gary < parker.gary@epa.gov>; Showman, John

<<u>Showman.John@epa.gov></u>; Vizian, Donna <<u>Vizian.Donna@epa.gov></u>

Subject: FW: EPA Workforce Reshaping Information

Importance: High

All-

1.

Just a reminder of what we are looking for in your VERA/VSIP submission.

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Should you have questions, please contact Debbi Hart or Loretta Hunt- we love hearing from you.

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Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Vizian, Donna

Sent: Monday, April 17, 2017 5:01 PM

To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants

<2017Regionfirstassistants@epa.gov>

Cc: DAA-Career < DAACareer@epa.gov>; DRA < DRA@epa.gov>; ARA < ARA@epa.gov>; Gray, Linda

<gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Subject: EPA Workforce Reshaping Information

Importance: High

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Best, Donna

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Ex. 5 - Deliberative Process

VERA and VSIP Guides from OPM – provide additional details on the two authorities.

From: Brincks, Mike [brincks.mike@epa.gov]

Sent: 5/19/2017 4:35:53 PM

To: Vizian, Donna [Vizian.Donna@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]

CC: Chu, Ed [Chu.Ed@epa.gov]; Flournoy, Karen [Flournoy.Karen@epa.gov]; Krehbiel, Ben [Krehbiel.Ben@epa.gov]

Subject: Workforce Reshaping follow up - R7
Attachments: R7 VERA VSIP MajorThemes.xlsx

Hi Donna and Debbie,

R7 estimate attached.

Thanks,

Mike

From: "Vizian, Donna" < Vizian. Donna@epa.gov>

Date: May 12, 2017 at 2:56:53 PM CDT

To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>, 2017Regionfirstassistants

<2017Regionfirstassistants@epa.gov>

Cc: "Hart, Debbi" < Hart. Debbi@epa.gov>, "Parker, Gary" < parker.gary@epa.gov>, "Hunt, Loretta"

<<u>Hunt.Loretta@epa.gov</u>>, "Gray, Linda" <<u>gray.linda@epa.gov</u>>, "Carpenter, Wesley"

<<u>Carpenter.Wesley@epa.gov</u>>, DAA-Career <<u>DAACareer@epa.gov</u>>, DRA <<u>DRA@epa.gov</u>>, ARA

<ARA@epa.gov>

Subject: Workforce Reshaping follow up

Hi Everyone,

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Two other things:	Ex. 5 - Deliberative Process
Ex. 5 - Deliberative Process	

OPM's revised VSIP template addresses safe positions (attached, pg. 2, first paragraph):

The agency's targeted population chart, "... may include additional categories of employees beyond those whose positions are directly targeted for elimination/restructuring (i.e., positions that are not the main focus for reduction/restructuring/elimination, but which are included in the VSIP offering only to the extent that they may provide a placement for an employee whose position will be reduced/restructured/eliminated.)

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Enjoy the weekend.

Donna

To: Milton, Laura[Milton.Laura@epa.gov]

From: Hart, Debbi

Sent: Tue 5/23/2017 8:57:31 PM

Subject: RE: EPA Workforce Reshaping Information

LOL! Can you feel the sarcasm? ©

From: Milton, Laura

Sent: Tuesday, May 23, 2017 4:55 PM **To:** Hart, Debbi < Hart.Debbi@epa.gov >

Subject: RE: EPA Workforce Reshaping Information

I'm so glad you love hearing from us;)

Sent from my Windows Phone

From: Hart, Debbi

Sent: 5/23/2017 4:45 PM **To:** OHR PMOs; RHRO

Cc: Hitchens, Lynnann; Carpenter, Wesley; Gray, Linda; Hunt, Loretta; Parker, Gary;

Showman, John; Vizian, Donna

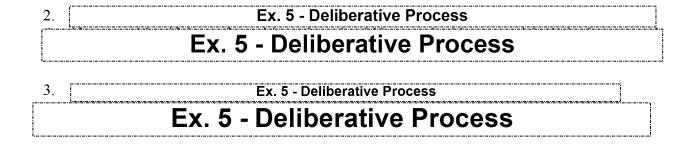
Subject: FW: EPA Workforce Reshaping Information

A11-

Just a reminder of what we are looking for in your VERA/VSIP submission.

Your office submittals will be compiled into one, agency-level VERA/VSIP proposal that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, no later than May 24, 2017.

1.	Ex. 5 - Deliberative Process
	Ex. 5 - Deliberative Process



Should you have questions, please contact Debbi Hart or Loretta Hunt- we love hearing from you.

List of Attachments

1.	Ex. 5 - Deliberative Process
2.	Ex. 5 - Deliberative Process
	Ex. 5 - Deliberative Process
3.	Ex. 5 - Deliberative Process

Debbi Hart Director

Policy, Planning & Training Division OHR, OARM USEPA 202.564.2011 hart.debbi@epa.gov

From: Vizian, Donna

Sent: Monday, April 17, 2017 5:01 PM

To: 2017HQfirstassistants < 2017HQfirstassistants@epa.gov >; 2017Regionfirstassistants

<2017Regionfirstassistants@epa.gov>

Cc: DAA-Career < <u>DAACareer@epa.gov</u>>; DRA < <u>DRA@epa.gov</u>>; ARA < <u>ARA@epa.gov</u>>;

Gray, Linda <gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Subject: EPA Workforce Reshaping Information

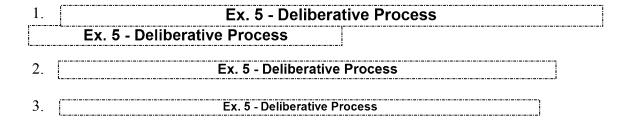
Importance: High

HI Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5th. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

Ex. 5 - Deliberative Process

Your office submittals will be compiled into one, agency-level VERA/VSIP proposal that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, no later than May 24, 2017.



Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office

of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.
Best,
Donna
<u>List of Attachments</u>
1. Ex. 5 - Deliberative Process
2. Ex. 5 - Deliberative Process
Ex. 5 - Deliberative Process
3. Ex. 5 - Deliberative Process Ex. 5 - Deliberative Process
Ex. 5 - Deliberative Process
4. Ex. 5 - Deliberative Process
Ex. 5 - Deliberative Process
5. Ex. 5 - Deliberative Process
Ex. 5 - Deliberative Process
LA. 5 - Deliberative i locess
6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

From: Cunningham, Dennis [Cunningham.Dennis@epa.gov]

Sent: 5/23/2017 8:49:11 PM

To: Hart, Debbi [Hart.Debbi@epa.gov]

Subject: RE: EPA Workforce Reshaping Information

Debbi,

I'll send OITA's tomorrow.

We've mentioned in the narrative that there'll be no change to our org structure as a result of the VERA/VSIP. Do you still need an org chart included?

Dennis

Dennis H. Cunningham, Deputy Director
Office of Management & International Services
Office of International & Tribal Affairs
U.S. Environmental Protection Agency
Cunningham.dennis@epa.gov

Phone: 202-564-6622

From: Hart, Debbi

Sent: Tuesday, May 23, 2017 4:45 PM

To: OHR PMOs <OHR_PMOs@epa.gov>; RHRO <RHRO@epa.gov>

Cc: Hitchens, Lynnann hitchens.lynnann@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda cgray.linda@epa.gov>; Hunt, Loretta cgray.linda@epa.gov>; Hunt, Loretta cgray.linda@epa.gov; Parker, Gary <parker.gary@epa.gov>; Showman, John

<Showman.John@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>

Subject: FW: EPA Workforce Reshaping Information

Importance: High

All-

Just a reminder of what we are looking for in your VERA/VSIP submission.

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Ex. 5 - Deliberative Process

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List of Attachments

1. 2.

Ex. 5 - Deliberative Process

3.

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Vizian, Donna

Sent: Monday, April 17, 2017 5:01 PM

To: 2017HQfirstassistants < 2017HQfirstassistants@epa.gov >; 2017Regionfirstassistants

<2017Regionfirstassistants@epa.gov>

Cc: DAA-Career <<u>DAACareer@epa.gov</u>>; DRA <<u>DRA@epa.gov</u>>; ARA <<u>ARA@epa.gov</u>>; Gray, Linda

<gray.linda@epa.gov>; Hart, Debbi < Hart.Debbi@epa.gov>

Subject: EPA Workforce Reshaping Information

Importance: High

HI Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5th. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

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List of Attachments

1. 2.

3.

4.

Ex. 5 - Deliberative Process

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6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]

Sent: 5/19/2017 3:59:46 PM

To: Loretta Hunt [Hunt.Loretta@epa.gov]
Subject: FW: Workforce Reshaping follow up

FYI—I barely got it drafted before she responded. Still need you to make sure it is CLEAR.

Also, I'm guessing she wants us to re-send the Apr 17th message to the same group (=ARAs + HR community), right?

From: Vizian, Donna

Sent: Friday, May 19, 2017 11:57 AM

To: Hart, Debbi < Hart. Debbi@epa.gov>
Subject: Re: Workforce Reshaping follow up

Thanks. Send to the HROa PMOs and ARAs. You can send the original message too.

On May 19, 2017, at 9:53 AM, Hart, Debbi < Hart. Debbi@epa.gov > wrote:

Below is what I was thinking of sending today. Would I send only to HR community or to the first assistants and others you include below? Please let me know your thoughts. Also, I notice in your message below you say we will re-send the April 17th ask message. Let me know if you are doing or you want me to do it. THX! How's Denver? Debbi

Greetings All-

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Thank you again for your efforts. As always, please let me know if you have questions. Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Vizian, Donna

Sent: Friday, May 12, 2017 3:57 PM

To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants

<2017Regionfirstassistants@epa.gov>

Cc: Hart, Debbi < Hart. Debbi@epa.gov>; Parker, Gary < parker.gary@epa.gov>; Hunt, Loretta

<<u>Hunt.Loretta@epa.gov</u>>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley

<<u>Carpenter.Wesley@epa.gov</u>>; DAA-Career <<u>DAACareer@epa.gov</u>>; DRA <<u>DRA@epa.gov</u>>; ARA

<ARA@epa.gov>

Subject: Workforce Reshaping follow up

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Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Enjoy the weekend.

Donna

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]

Sent: 5/23/2017 8:45:22 PM

To: OHR PMOs [OHR_PMOs@epa.gov]; RHRO [RHRO@epa.gov]

CC: Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Gray, Linda

[gray.linda@epa.gov]; Loretta Hunt [Hunt.Loretta@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Showman, John

[Showman.John@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]

Subject: FW: EPA Workforce Reshaping Information

Attachments: Ex. 5 - Deliberative Process

Importance: High

All-

Just a reminder of what we are looking for in your VERA/VSIP submission.

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Ex. 5 - Deliberative Process

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Should you have questions, please contact Debbi Hart or Loretta Hunt- we love hearing from you.

List of Attachments

Ex. 5 - Deliberative Process

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Vizian, Donna

Sent: Monday, April 17, 2017 5:01 PM

To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants

<2017Regionfirstassistants@epa.gov>

Cc: DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>; Gray, Linda

<gray.linda@epa.gov>; Hart, Debbi < Hart.Debbi@epa.gov>

Subject: EPA Workforce Reshaping Information

Importance: High

HI Everyone,

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Ex. 5 - Deliberative Process

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best, Donna

List of Attachments

1. 2.

Ex. 5 - Deliberative Process

5.

4.

3.

6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

From: Lindsay, Nancy [Lindsay.Nancy@epa.gov]

Sent: 5/25/2017 1:05:56 AM

To: Hart, Debbi [Hart.Debbi@epa.gov]

CC: Pirzadeh, Michelle [Pirzadeh.Michelle@epa.gov]; Opalski, Dan [Opalski.Dan@epa.gov]; Barber, Anthony

[Barber.Anthony@epa.gov]; Dalrymple, Anne [Dalrymple.Anne@epa.gov]; Harmon, Russell

[Harmon.Russell@epa.gov]

Subject: Region 10 VERA VSIP Business Case

Attachments:

Ex. 5 - Deliberative Process

Debi,

Attached please find Region 10's business case for the agency's VERA/VSIP. We appreciate the opportunity to participate. If you need any additional information, please contact Region 10's Acting HCO, Tony Barber, at (503) 326-6890.

Thank you,

Nancy Lindsay R10 ARA

From: Hunt, Loretta [Hunt.Loretta@epa.gov]

Sent: 4/13/2017 8:54:51 PM

To: Hart, Debbi [Hart.Debbi@epa.gov]

Subject: RE: Business Case Checklist

Attachments: V-V Business Case Checklist April2017 lh.docx

Importance: High

Revisions including Dan's recommended charts

Loretta L. Hunt Branch Chief Policy and Accountability Branch Policy, Planning and Training Division Office of Human Resources U.S. EPA

Phone: (202) 564-6963 Email: hunt.loretta@epa.gov

From: Hart, Debbi

Sent: Thursday, April 13, 2017 12:51 PM **To:** Hunt, Loretta < Hunt.Loretta@epa.gov> **Subject:** RE: Business Case Checklist

Importance: High

See my comments. I'm heading to first hour of HRC meeting then will call when I'm back.

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Hunt, Loretta

Sent: Wednesday, April 12, 2017 5:26 PM **To:** Hart, Debbi < Hart.Debbi@epa.gov > **Subject:** Business Case Checklist

Debbi,

I tried to merge the two checklists to capture what information must be included in the business case. Once we hear back from OPM or OMB on the budget component, I'll add a bullet.

Also, I just noticed on the second column of the Excel spreadsheet that it says *total non-term employees*. I think it should be *total non-temp employees*.

Some recommended language for Donna's email:

Ex. 5 - Deliberative Process

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606.

Loretta L. Hunt Branch Chief Policy and Accountability Branch Policy, Planning and Training Division Office of Human Resources U.S. EPA

Phone: (202) 564-6963 Email: hunt.loretta@epa.gov

From: Vicki Simons - M1X-Detailee [vicki.simons@gsa.gov]

Sent: 7/20/2017 3:05:01 PM

To: Torrez, Alfredo [Torrez.Alfredo@epa.gov]

CC: Hart, Debbi [Hart.Debbi@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Jimenez, Elaine

[Jimenez.Elaine@epa.gov]

Subject: Re: FW: Voluntary Separation Incentive Payment and Voluntary Early Retirement Authority Opportunities

Hello everyone,

I am following up on the email from Alfredo regarding the provision of a link for those on detail offsite. Would you please advise on how I can access the application outside of EPA? Thank you.

Vicki Simons

Dielektriesen Simons Est

Executive Director, Core Federal Services Council

White House Leadership Development Program Fellow

On Mon, Jul 17, 2017 at 5:12 PM, Torrez, Alfredo < Torrez. Alfredo @epa.gov > wrote:

Do you all know if the link to the online application form is accessible outside of the agency's system? If so, who can help? If not, is there a workaround? Vicki Simons is an OW employee on detail to GSA as part of the White House Leadership Development Program.

Thanks,

Alfredo Torrez, Associate Director and

OW Program Management Official

Management and Operations Staff

Office of Water, Office of the Assistant Administrator

U.S. Environmental Protection Agency

Room 3311C WJC East (4101M)

Phone: (202) 564-6621 Mobile: (202) 573-1956

Fax: (202) 564-0500

Email: torrez.alfredo@epa.gov

Please consider the environment before printing this email.

Information contained in this message may be subject to the Privacy Act (5USC 552a) and should be treated accordingly. The information transmitted is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged information. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited. If you receive this in error, please contact the sender and delete the material from any computer.

From: Vicki Simons - M1X-Detailee [mailto:vicki.simons@gsa.gov]

Sent: Monday, July 17, 2017 2:50 PM

To: robert.stevens@epa.gov; Torrez, Alfredo < Torrez.Alfredo@epa.gov>

Subject: Re: Voluntary Separation Incentive Payment and Voluntary Early Retirement Authority Opportunities

Hello,

The link on the memo does not work from gsa. Do you know how I can access the site outside of EPA?

ficki datta yan Simons issa

Executive Director, Core Federal Services Council

White House Leadership Development Program Fellow

On Mon, Jul 17, 2017 at 1:05 PM, Shapiro, Mike <Shapiro.Mike@epa.gov> wrote:

MEMORANDUM

SUBJECT: Voluntary Separation Incentive Payment and Voluntary Early Retirement Authority Opportunities

FROM: Michael H. Shapiro

Acting Assistant Administrator

TO: Employees in Targeted Positions in the Office of Water

The U.S. Office of Personnel Management and the U.S. Office of Management and Budget have approved our request to offer Voluntary Separation Incentive Payment (buy-out) and Voluntary Early Retirement Authority (early-out) opportunities. As our organization explores various workforce planning efforts, we want to take advantage of these and other flexibilities and tools to help ensure that our workforce possesses the mix of skills most appropriate for carrying out our mission. This decision was not made lightly; we value our dedicated employees and appreciate the work you perform on behalf of the American people.

In accordance with statute and regulations, we identified the specific grades, occupational series, and geographic locations designated for VERA and VSIP for OPM and OMB, and have received their approval for the categories identified in Attachment A. The maximum number of VSIPs offered will be 30. If the number of applications received exceeds the maximum number of VSIPs we can offer under one of the categories identified in Attachment A, approvals will be based first on service computation date for leave and then on entry on duty date (total EPA years of service). If the SCD and EOD dates are the same for two eligible employees, then the offer will be granted to the employee who submitted his or her application first. Attachment A also shows the maximum number of VSIP offers that will be approved by organization, grade, occupational series, and geographic location, as applicable.

You can find basic eligibility criteria for VSIPs and VERAs in Attachment B. The HR SSC in Las Vegas can provide you with more information regarding your benefits and retirement, and can assist you with obtaining a retirement annuity estimate. Attachment C provides a list of your Executive Resources Division contacts.

If you decide to apply, you should do so early in the application period, which opens today, July 13, 2017 and closes at 11:59 p.m. Eastern standard time on July 26, 2017. Applications submitted between 12:00 a.m. EST, July 13, 2017 and 11:59 p.m. EST, July 26, 2017, will be accepted on a first come, first served basis if the number of applications does not exceed the maximum VERA/VSIP offers available.

Applications will only be accepted during this period using the <u>online application system</u>. Specific instructions on how and when to apply are in Attachment D. If your application is approved and you decide to proceed with VERA and/or VSIP, you must depart during the separation window which ends on September 2, 2017.

one will be pressur	te advantage of a VERA or VSIP is entirely voluntary. This is a very personal decision. No red to submit an application, and no one is required to accept an offer. You are urged to the information provided and your personal situation prior to making a decision.
plan to use all flexi	o provide anyone considering this decision with useful information and expert contacts. We ibilities and tools available to help the Office of Water most effectively support both ees as well as the agency's strategic mission.
Thank you.	
Attachments	

Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP From:

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]

Sent: 5/16/2017 5:21:34 PM

To: Vizian, Donna [Vizian.Donna@epa.gov]; Showman, John [Showman.John@epa.gov]

CC: Loretta Hunt [Hunt.Loretta@epa.gov]

Subject: FW: V/V Question

Importance: High

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process Thanks in advance for your thoughts. D

From: Buhl, Rick

Sent: Monday, May 15, 2017 9:26 AM To: Hart, Debbi < Hart. Debbi@epa.gov>

Subject: V/V Question

Debbi,

I hope all is well in DC this morning. I have a question on VERA/VSIP that is rather crucial to our conversation within the Region, and I suspect across the agency.

Ex. 5 - Deliberative Process

Thanks in advance.

Rick

Rick Buhl

Assistant Regional Administrator, Office of Technical and Management Services USEPA Region 8 | 1595 Wynkoop St (8TMS-IO) | Denver, CO 80202-1129

Office: (303) 312-6920

Need a Meeting? Contact Sifa M. Kajiru-Edwards at 303-312-6017

From: Vizian, Donna [Vizian.Donna@epa.gov]

Sent: 5/19/2017 3:56:31 PM

To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: Re: Workforce Reshaping follow up

Thanks. Send to the HROa PMOs and ARAs. You can send the original message too.

On May 19, 2017, at 9:53 AM, Hart, Debbi < Hart. Debbi@epa.gov> wrote:

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Greetings All-

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Thank you again for your efforts. As always, please let me know if you have questions. Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Vizian, Donna

Sent: Friday, May 12, 2017 3:57 PM

To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants

<2017Regionfirstassistants@epa.gov>

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<a href="mailto:
Hunt.Loretta@epa.gov; Carpenter, Wesley

<<u>Carpenter.Wesley@epa.gov</u>>; DAA-Career <<u>DAACareer@epa.gov</u>>; DRA <<u>DRA@epa.gov</u>>; ARA

<ARA@epa.gov>

Subject: Workforce Reshaping follow up

Ex. 5 - Deliberative Process

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Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Enjoy the weekend.

Donna

From: Harmon, Russell [Harmon.Russell@epa.gov]

Sent: 5/23/2017 8:43:34 PM

To: Hart, Debbi [Hart.Debbi@epa.gov]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]

Subject: Re: Workforce Info

Thank you. I had not seen this.

Sent from my iPhone

On May 23, 2017, at 4:08 PM, Hart, Debbi < Hart. Debbi@epa.gov > wrote:

Ex. 5 - Deliberative Process

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Coogan, Daniel

Sent: Thursday, April 13, 2017 11:17 AM

To: Hart, Debbi < Hart.Debbi@epa.gov >
Cc: Hunt, Loretta < Hunt.Loretta@epa.gov >

Subject: RE: Workforce Info

Ex. 5 - Deliberative Process

Dan

Director, Resources, Analysis and Planning Division
Office of Resources, Operations and Management, OARM

o: 202-564-1862 c: 202-355-4943

SEE - PHS - OARM Budget - RAPD

From: Hart, Debbi

Sent: Thursday, April 13, 2017 11:13 AM

To: Coogan, Daniel < Coogan, Daniel@epa.gov >
Cc: Hunt, Loretta < Hunt, Loretta@epa.gov >

Subject: FW: Workforce Info

Dan- can you please take a look at the costs section of the two attached proposals (extracted below) and let us know from your perspective if OCFO's format is sufficient for capturing costs? | Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process . But we don't want to miss an important costing detail. Thanks! Debbi

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

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 Total Estimated F 	Y2017 Savings			\$3,612,902

* Assuming no new hires and no pay adjustments

The indirect costs are difficult to estimate; however, at a minimum they could include comprehensive retraining costs to other priority areas. The indirect benefits derived would be more effective and efficient use of ORD's scientific FTEs.

If positions are vacated as a result of this authority, we anticipate they will be filled as a part of our restructuring with post-doctoral candidates and other federal hires with new or different skills, and with most being in the areas of exposure sciences, informational sciences, mathematics and statistics, modeling and computer sciences, and social sciences. If the VERA/VSIP authority is not granted or if fewer employees take advantage of this opportunity than needed, ORD will need to consider other options, including further delay of new hires and a potential hiring freeze.

IV. Budget Neutrality/Costs/Savings (OCFO)

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Budget Neutrality

Ex. 5 - Deliberative Process

Direct Costs

<image003.png>

Estimated Savings

<image004.png>

Indirect Costs

The indirect costs are difficult to gauge because most are specific to the employee. Indirect cost such as security clearances are based on the position and employee. If the employee already has one the cost is reduced. Transit subsidy and parking are indirect costs that are employee-specific and can only be determined after the employee has been recruited and tentatively selected.

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Lane, Vicki [Lane.Vicki@epa.gov]

Sent: 5/25/2017 12:29:44 AM

To: Hart, Debbi [Hart.Debbi@epa.gov]

CC: Strauss, Alexis [Strauss.Alexis@epa.gov]; Jordan, Deborah [Jordan.Deborah@epa.gov]; McIlwain, Serena

[McIlwain.Serena@epa.gov]

Subject: R9 FY17 VERA/VSIP Submittals

Attachments: Ex. 5 - Deliberative Process

Hi Debbi,

Attached is Region 9's VV Business Case, reorganization charts, and the targeted positions spreadsheet. Please let me know if you have any questions or need any additional information.

Regards, Vicki J. Lane Human Resources Officer, Region 9 U.S. Environmental Protection Agency 75 Hawthorne Street, Mail Code: EMD-2 San Francisco, CA 94105

Email: lane.vicki@epa.gov Phone: 415-972-3827

Message From: Smith, Susan [Smith.Susan@epa.gov] 5/9/2017 7:28:17 PM Sent. To: Hart, Debbi [Hart.Debbi@epa.gov] CC: Hunt, Loretta [Hunt.Loretta@epa.gov] Subject: RE: Answers to ARA & HR Community V-V Questions Okay, will schedule something. I have an HR Lead that I will also invite. Can we do a call-in number for her?? From: Hart, Debbi Sent: Tuesday, May 9, 2017 3:27 PM To: Smith, Susan < Smith. Susan@epa.gov> Cc: Hunt, Loretta < Hunt. Loretta@epa.gov> Subject: RE: Answers to ARA & HR Community V-V Questions Hello Susan! Ex. 5 - Deliberative Process To answer your question, Ex. 5 - Deliberative Process Thursday is a better day for me to discuss your additional questions. I would include Loretta too on the invite as she is the real V/V subject matter expert! Thank-- look forward to chatting. Debbi Debbi Hart Director Policy, Planning & Training Division OHR, OARM **USEPA** 202.564.2011 hart.debbi@epa.gov ************************* From: Smith, Susan Sent: Tuesday, May 09, 2017 8:31 AM To: Hart, Debbi < Hart Debbi@epa.gov> Subject: FW: Answers to ARA & HR Community V-V Questions Dear Debbi -This is great, thanks! Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process Would you and Loretta have some time to meet with me on Wednesday or

Thursday morning?? THANKS!!

Susan

From: Carpenter, Wesley

Sent: Monday, May 8, 2017 3:01 PM

To: ARA <ARA@epa.gov>

Cc: OHR PMOs < OHR PMOs@epa.gov>; RHRO < RHRO@epa.gov>; Gray, Linda < gray.linda@epa.gov>; Hart, Debbi

< Hart Debbi@epa.gov>; Hunt, Loretta < Hunt Loretta@epa.gov>

Subject: Answers to ARA & HR Community V-V Questions

ARAs:

This is a follow-up to answer some V-V questions the HR Community and you posed to OARM recently, which are provided below.

1.	Question	Ex. 5 - Deliberative Process
	Answer	Ex. 5 - Deliberative Process
	Ex. 5	- Deliberative Process
2.	Question	Ex. 5 - Deliberative Process
		Ex. 5 - Deliberative Process
	Answer:	Ex. 5 - Deliberative Process
		Ex. 5 - Deliberative Process
3.	Question:	Ex. 5 - Deliberative Process
	Answer	Ex. 5 - Deliberative Process
	Ex.	5 - Deliberative Process
	Ex.	5 - Deliberative Process

Please contact Debbi Hart or Loretta Hunt if you have any other V-V questions. Thanks.

Wesley J. Carpenter

Deputy Director, EPA's Office of Human Resources

Tel. No.: 202-564-2019 Cell Phone: 202-497-4392

E-mail: carpenter.wesley@epa.gov

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]

Sent: 4/21/2017 9:08:12 PM

To: Mahoney, Michael J [Mike.Mahoney@opm.gov]

CC: Hunt, Loretta [Hunt.Loretta@epa.gov]

Subject: RE: V-V "safe positions" [WARNING: DKIM validation failed]

Great—appreciate it! Hope you have a fine weekend!

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Mahoney, Michael J [mailto:Mike.Mahoney@opm.gov]

Sent: Friday, April 21, 2017 4:42 PM

To: Hart, Debbi < Hart. Debbi@epa.gov>
Cc: Hunt, Loretta < Hunt. Loretta@epa.gov>

Subject: Re: V-V "safe positions" [WARNING: DKIM validation failed]

Hi Debbi,

I'll digest this and circle back with you next week.

Sure, we can talk if you prefer/think that will help

-Mike

Sent from my iPhone

On Apr 21, 2017, at 4:05 PM, Hart, Debbi < Hart Debbi@epa.gov > wrote:

Mike-

Per my v-mail messages, please see the scenarios below. Also, we would like to hear from you on whether OPM will need to see restructured PDs (for positions maintaining the same series and grade but the duties significantly change) along with the VERA/VSIP submittal to you. Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process Any chance Loretta and I could discuss all of this with you?

Thanks in advance. Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Hunt, Loretta

Sent: Thursday, April 20, 2017 5:16 PM **To:** Hart, Debbi Hart,Debbi@epa.gov

Subject: V-V "safe positions"

Both the VERA and VSIP Guides state:

"... the agency may also offer VSIP (or VERA) to employees in safe positions that could then provide placement opportunities for employees holding surplus positions."

Ex. 5 - Deliberative Process

We'd like to discuss the following scenarios that don't involve restructured positions:

Ex. 5 - Deliberative Process

Our past experience with V-V is that such situations are allowed. Please advise as we want to ensure we are providing correct guidance to our customers.

Thanks.

Loretta L. Hunt Branch Chief Policy and Accountability Branch Policy, Planning and Training Division Office of Human Resources U.S. EPA

Phone: (202) 564-6963 Email: hunt.loretta@epa.gov

From: Mahoney, Michael J [mailto:Mike.Mahoney@opm.gov]

Sent: Friday, April 07, 2017 11:15 AM **To:** Helm, Arron < Helm. Arron@epa.gov>

Subject: Fwd: Questions from EPA [WARNING: DKIM validation failed]

Thanks for the questions...

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

I hope this helps...

-Mike

2.

Sent from my iPad

On Mar 31, 2017, at 9:05 AM, "Reinhold, Mark D" < Mark.Reinhold@opm.gov > wrote:

Could someone please respond to these questions from EPA? Please email responses to helm.arron@epa.gov

OPM's guidance states: "Besides providing an incentive for employees to voluntarily retire
or resign to avoid potential reduction in force actions, the agency may also offer VERA to
employees in safe positions that could then provide placement opportunities for employees
occupying surplus positions."
 Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Mark Reinhold

Associate Director, Employee Services

and Chief Human Capital Officer

mark.reinhold@opm.gov

To schedule a meeting, please contact Redmond Merrell on (202) 606-2520.

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]

Sent: 5/16/2017 5:12:12 PM

To: Arron Helm [Helm.Arron@epa.gov]
Subject: FW: V/V and Standardized PDs

Importance: High

Hey Ex. 5 - Deliberative Process

Gan't seem to get anything from the SSCs on this issue. Thanks in advance! Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Hunt, Loretta

Sent: Tuesday, May 16, 2017 10:45 AM

 $\textbf{To:} \ Engebretson, Lizabeth < Engebretson. Lizabeth @epa.gov>; \ Taylor, Jeremy < Taylor. Jeremy @epa.gov>; \ Bonner, Jerome < Taylor, Jeremy < Taylor, Je$

<Bonner.Jerome@epa.gov>

Cc: Carter, Rick <Carter.Rick@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Schulman, Marvin

<Schulman.Marvin@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Subject: V/V and Standardized PDs

SSC Directors,

We're receiving questions from programs/regions about how after-V/V restructuring would impact standardized PDs. This is what we advised organizations based on our discussions with the SSCs from the last V/V initiative:

Ex. 5 - Deliberative Process

.

Ex. 5 - Deliberative Process

Thoughts?

Loretta L. Hunt Branch Chief Policy and Accountability Branch Policy, Planning and Training Division Office of Human Resources

U.S. EPA

Phone: (202) 564-6963 Email: hunt.loretta@epa.gov

From: Barber, Anthony [Barber.Anthony@epa.gov]

Sent: 5/25/2017 4:26:37 PM

To: Hart, Debbi [Hart.Debbi@epa.gov]

CC: Hunt, Loretta [Hunt.Loretta@epa.gov]

Subject: RE: Region 10 VERA VSIP Business Case

Hi Debbi,

Sure. We didn't include one since we didn't include any organizational changes in our proposal. Just so I'm clear, and since we have multiple versions of regional org charts with varying details, I'd like to make sure what you need. I am thinking just RA and division/office-level offices. You don't need names but do need it in Powerpoint – correct?

Anthony L. Barber, PE Acting Human Capital Officer and Manager, HRF Unit Director, Oregon Operations Office US EPA Region 10 805 SW Broadway, Suite 500 Portland, OR 97205

503-326-6890 (phone) 503-326-3399 (fax) barber.anthony@epa.gov

From: Hart, Debbi

Sent: Thursday, May 25, 2017 7:23 AM

To: Barber, Anthony <Barber.Anthony@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: RE: Region 10 VERA VSIP Business Case

Tony- Can you please forward us R10's current org chart? Thanks! Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Lindsay, Nancy

Sent: Wednesday, May 24, 2017 9:06 PM **To:** Hart, Debbi Hart, Debbi@epa.gov

Cc: Pirzadeh, Michelle <Pirzadeh.Michelle@epa.gov>; Opalski, Dan <Opalski.Dan@epa.gov>; Barber, Anthony

<Barber.Anthony@epa.gov>; Dalrymple, Anne <Dalrymple.Anne@epa.gov>; Harmon, Russell

<Harmon.Russell@epa.gov>

Subject: Region 10 VERA VSIP Business Case

Debi,

Attached please find Region 10's business case for the agency's VERA/VSIP. We appreciate the opportunity to participate. If you need any additional information, please contact Region 10's Acting HCO, Tony Barber, at (503) 326-6890.

Thank you,

Nancy Lindsay R10 ARA

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]

Sent: 5/19/2017 3:13:51 PM

To: Parker, Gary [parker.gary@epa.gov]; Kuhns, Jason [kuhns.jason@epa.gov]; Loretta Hunt [Hunt.Loretta@epa.gov]

Subject: FW: Workforce Reshaping follow up Attachments: OECA VERA VSIP Major Themes.xlsx

Seven—I bet they're glad to have this done LOL!

From: Badalamente, Mark

Sent: Friday, May 19, 2017 11:11 AM

To: Vizian, Donna < Vizian. Donna@epa.gov>; Hart, Debbi < Hart. Debbi@epa.gov>

Cc: Milton, Laura < Milton. Laura@epa.gov>; Starfield, Lawrence < Starfield. Lawrence@epa.gov>

Subject: RE: Workforce Reshaping follow up

Donna and Debbi -

Attached is OECA's completed "theme and appropriation" spreadsheet for the possible VERA/VSIP. Please let me or Laura Milton (OECA's PMO) know if you need anything further or have any questions.

Thanks!

Mark Badalamente Acting Deputy Assistant Administrator for Management Senior Resource Official (SRO) Senior Information Official (SIO) Office of Enforcement and Compliance Assurance

US Environmental Protection Agency William Jefferson Clinton Building

Room 3235 South Office: 202-564-4673 Mobile: 202-329-0763

From: Vizian, Donna

Sent: Friday, May 12, 2017 3:57 PM

To: 2017HQfirstassistants < 2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants

<2017Regionfirstassistants@epa.gov>

Cc: Hart, Debbi Hart, Debbi@epa.gov; Parker, Gary Parker, Gary Hunt, Loretta Hunt, Loretta@epa.gov; Parker, Gary <a href="ma

Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; DAA-Career

<DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>

Subject: Workforce Reshaping follow up

Hi Everyone,

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Two other things:	Ex. 5 - Deliberative Process

OPM's revised VSIP template addresses safe positions (attached, pg. 2, first paragraph):

The agency's targeted population chart, "... may include additional categories of employees beyond those whose positions are directly targeted for elimination/restructuring (i.e., positions that are not the main focus for reduction/restructuring/elimination, but which are included in the VSIP offering only to the extent that they may provide a placement for an employee whose position will be reduced/restructured/eliminated.)

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Enjoy the weekend.

Donna

From: Rubel, Robert [Rubel.Robert@epa.gov]

Sent: 5/25/2017 12:07:21 AM

To: Kuhns, Jason [Kuhns.Jason@epa.gov]

CC: Hart, Debbi [Hart.Debbi@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Parker, Gary [parker.gary@epa.gov];

Manna, Richard [Manna.Richard@epa.gov]; Pace, Donald [Pace.Donald@epa.gov]; Pastalove, Barbara

[Pastalove.Barbara@epa.gov]

Subject: RE: Final V-V Documents

Good evening, Jason. Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Barbara and I are both here tomorrow, should you wish to discuss or correspond.

Regards, Robert 212-637-4166

From: Kuhns, Jason

Sent: Wednesday, May 24, 2017 5:06 PM

To: Manna, Richard < Manna. Richard@epa.gov>; Pastalove, Barbara < Pastalove. Barbara@epa.gov>; Rubel, Robert

<Rubel.Robert@epa.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>

Subject: RE: Final V-V Documents

Thank you for your submission Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

This is not a request to change your overall plans for

Region 2, just a change in the layout of the template.

If you have any questions, just let us know.

Thanks,

Jason Kuhns
U.S. Environmental Protection Agency
Office of Human Resources
202-564-3236
kuhns.jason@epa.gov

From: Hart, Debbi

Sent: Wednesday, May 24, 2017 3:24 PM

To: Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <<u>Hunt.Loretta@epa.gov</u>>; Willig, Jeanine

<willig.jeanine@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>

Subject: FW: Final V-V Documents

Fourth.

From: Manna, Richard

Sent: Wednesday, May 24, 2017 2:24 PM **To:** Hart, Debbi Hart.Debbi@epa.gov

Cc: Pastalove, Barbara < Pastalove.Barbara@epa.gov >; Rubel, Robert < Rubel.Robert@epa.gov >; Pace, Donald

<<u>Pace.Donald@epa.gov</u>> **Subject:** Final V-V Documents

Hi Debbi – hope all is well with you. Attached please find our V/V submission as requested. Please let Barbara Pastalove, Robert Rubel or me know if you have any questions.

Rich

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]

Sent: 5/9/2017 7:26:59 PM

To: Smith, Susan [Smith.Susan@epa.gov]
CC: Loretta Hunt [Hunt.Loretta@epa.gov]

Subject: RE: Answers to ARA & HR Community V-V Questions

Hello Susan!

Ex. 5 - Deliberative Process

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Smith, Susan

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Subject: FW: Answers to ARA & HR Community V-V Questions

Dear Debbi -

This is great, thanks! Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Would you and Loretta have some time to meet with me on Wednesday or

Thursday morning?? THANKS!!

Susan

From: Carpenter, Wesley

Sent: Monday, May 8, 2017 3:01 PM

To: ARA <ARA@epa.gov>

Cc: OHR PMOs < OHR PMOs@epa.gov>; RHRO < RHRO@epa.gov>; Gray, Linda < gray.linda@epa.gov>; Hart, Debbi

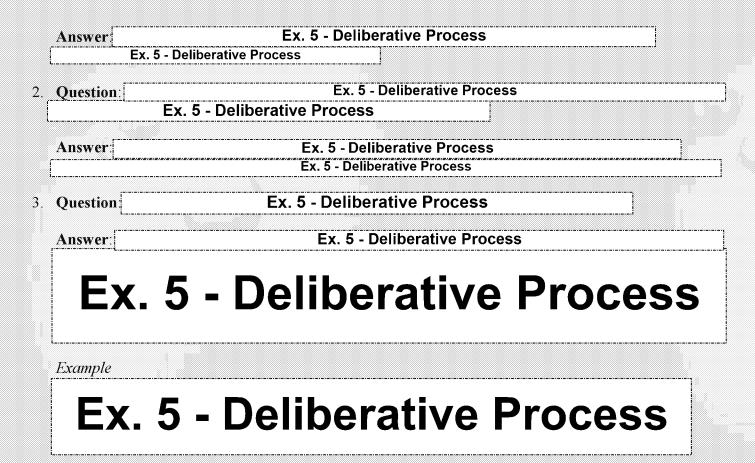
<Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>

Subject: Answers to ARA & HR Community V-V Questions

ARAs:

This is a follow-up to answer some V-V questions the HR Community and you posed to OARM recently, which are provided below.

1. Question Ex. 5 - Deliberative Process



Please contact Debbi Hart or Loretta Hunt if you have any other V-V questions. Thanks.

Wesley J. Carpenter

Deputy Director, EPA's Office of Human Resources

Tel. No.: 202-564-2019 Cell Phone: 202-497-4392

E-mail: carpenter wesley@epa gov

From: Mahoney, Michael J [Mike.Mahoney@opm.gov]

Sent: 4/21/2017 8:41:52 PM

To: Hart, Debbi [Hart.Debbi@epa.gov]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]

Subject: Re: V-V "safe positions" [WARNING: DKIM validation failed]

Hi Debbi,

I'll digest this and circle back with you next week.

Sure, we can talk if you prefer/think that will help

-Mike

Sent from my iPhone

On Apr 21, 2017, at 4:05 PM, Hart, Debbi < Hart. Debbi@epa.gov > wrote:

Mike-

Ex. 5 - Deliberative Process

Thanks in advance. Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Hunt, Loretta

Sent: Thursday, April 20, 2017 5:16 PM **To:** Hart, Debbi Hart.Debbi@epa.gov

Subject: V-V "safe positions"

Both the VERA and VSIP Guides state:

"... the agency may also offer VSIP (or VERA) to employees in safe positions that could then provide placement opportunities for employees holding surplus positions."

Ex. 5 - Deliberative Process

We'd like to discuss the following scenarios that don't involve restructured positions:

Scenario 1

Ex. 5 - Deliberative Process

Scenario 2

Ex. 5 - Deliberative Process

Our past experience with V-V is that such situations are allowed. Please advise as we want to ensure we are providing correct guidance to our customers.

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phane: (202) 564 6062

Phone: (202) 564-6963 Email: hunt.loretta@epa.gov

From: Mahoney, Michael J [mailto:Mike.Mahoney@opm.gov]

Sent: Friday, April 07, 2017 11:15 AM **To:** Helm, Arron < <u>Helm.Arron@epa.gov</u>>

Subject: Fwd: Questions from EPA [WARNING: DKIM validation failed]

Arron

Thanks for the questions...

Ex. 5 - Deliberative Process

I hope this helps...

-Mike

Sent from my iPad

On Mar 31, 2017, at 9:05 AM, "Reinhold, Mark D" < Mark.Reinhold@opm.gov > wrote:

Could someone please respond to these questions from EPA? Please email responses to helm.arron@epa.gov

OPM's guidance states: "Besides providing an incentive for employees to voluntarily retire or resign to avoid potential reduction in force actions, the agency may also offer VERA to employees in safe positions that could then provide placement opportunities for employees occupying surplus positions."

 Ex. 5 - Deliberative Process

 Ex. 5 - Deliberative Process

Mark Reinhold

Associate Director, Employee Services

and Chief Human Capital Officer

mark.reinhold@opm.gov

To schedule a meeting, please contact Redmond Merrell on (202) 606-2520.

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]

Sent: 5/19/2017 3:13:18 PM

To: Badalamente, Mark [Badalamente.Mark@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]
CC: Milton, Laura [Milton.Laura@epa.gov]; Starfield, Lawrence [Starfield.Lawrence@epa.gov]

Subject: RE: Workforce Reshaping follow up

Got it Mark and will do. Thanks to all and have a great weekend! Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Badalamente, Mark

Sent: Friday, May 19, 2017 11:11 AM

To: Vizian, Donna < Vizian. Donna@epa.gov>; Hart, Debbi < Hart. Debbi@epa.gov>

Cc: Milton, Laura <Milton.Laura@epa.gov>; Starfield, Lawrence <Starfield.Lawrence@epa.gov>

Subject: RE: Workforce Reshaping follow up

Donna and Debbi -

Attached is OECA's completed "theme and appropriation" spreadsheet for the possible VERA/VSIP. Please let me or Laura Milton (OECA's PMO) know if you need anything further or have any questions.

Thanks!

Mark Badalamente Acting Deputy Assistant Administrator for Management Senior Resource Official (SRO) Senior Information Official (SIO) Office of Enforcement and Compliance Assurance

US Environmental Protection Agency William Jefferson Clinton Building

Room 3235 South Office: 202-564-4673 Mobile: 202-329-0763

From: Vizian, Donna

Sent: Friday, May 12, 2017 3:57 PM

To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants

<2017Regionfirstassistants@epa.gov>

Cc: Hart, Debbi < Hart.Debbi@epa.gov >; Parker, Gary < parker.gary@epa.gov >; Hunt, Loretta < Hunt.Loretta@epa.gov >;

Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; DAA-Career

Subject: Workforce Reshaping follow up

Hi Everyone,

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Two other things: Ex. 5 - Deliberative Process

OPM's revised VSIP template addresses safe positions (attached, pg. 2, first paragraph):

The agency's targeted population chart, "... may include additional categories of employees beyond those whose positions are directly targeted for elimination/restructuring (i.e., positions that are not the main focus for reduction/restructuring/elimination, but which are included in the VSIP offering only to the extent that they may provide a placement for an employee whose position will be reduced/restructured/eliminated.)

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Enjoy the weekend.

Donna

From: Milton, Laura [Milton.Laura@epa.gov]

Sent: 5/23/2017 8:25:45 PM

To: Hunt, Loretta [Hunt.Loretta@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]

Subject: RE: Help with tables

Perfect. Thank you!

Sent from my Windows Phone

From: <u>Hunt, Loretta</u> Sent: 5/23/2017 4:19 PM

To: Milton, Laura
Cc: Hart, Debbi

Subject: RE: Help with tables

Laura,

Ex. 5 - Deliberative Process

Loretta L. Hunt Branch Chief Policy and Accountability Branch Policy, Planning and Training Division Office of Human Resources U.S. EPA

Phone: (202) 564-6963 Email: hunt.foretta@epa.gov

From: Milton, Laura

Sent: Tuesday, May 23, 2017 3:46 PM **To:** Hunt, Loretta < Hunt.Loretta@epa.gov>

Subject: Help with tables

Ex. 5 - Deliberative Process

Sent from my Windows Phone

From: Martinez, Gwendolyn [Martinez.Gwendolyn@epa.gov]

Sent: 5/24/2017 11:21:08 PM

To: Hunt, Loretta [Hunt.Loretta@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: OGC VERA/VSIP Business Case

Hello Loretta.

Per our discussion earlier today, OGC will submit its VERA/VSIP business case in the morning.

Thank you.

Gwen

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]

Sent: 5/25/2017 4:09:08 PM

To: Parker, Gary [parker.gary@epa.gov]; Kuhns, Jason [kuhns.jason@epa.gov]; Willig, Jeanine [willig.jeanine@epa.gov];

Loretta Hunt [Hunt.Loretta@epa.gov]

Subject: FW: R9 FY17 VERA/VSIP Submittals

Attachments: Ex. 5 - Deliberative Process

#15

From: Lane, Vicki

Sent: Wednesday, May 24, 2017 8:30 PM **To:** Hart, Debbi < Hart. Debbi@epa.gov>

Cc: Strauss, Alexis <Strauss.Alexis@epa.gov>; Jordan, Deborah <Jordan.Deborah@epa.gov>; McIlwain, Serena

<McIlwain.Serena@epa.gov>

Subject: R9 FY17 VERA/VSIP Submittals

Hi Debbi,

Attached is Region 9's VV **Ex. 5 - Deliberative Process** spreadsheet. Please let me

know if you have any questions or need any additional information.

Regards, Vicki J. Lane Human Resources Officer, Region 9 U.S. Environmental Protection Agency 75 Hawthorne Street, Mail Code: EMD-2

San Francisco, CA 94105 Email: <u>lane.vicki@epa.gov</u> Phone: 415-972-3827

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]

Sent: 4/21/2017 8:05:29 PM

To: Mahoney, Michael J [Mike.Mahoney@opm.gov]

CC: Loretta Hunt [Hunt.Loretta@epa.gov]

Subject: FW: V-V "safe positions"

Mike-

Ex. 5 - Deliberative Process

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Hunt, Loretta

Sent: Thursday, April 20, 2017 5:16 PM **To:** Hart, Debbi Hart, Debbi Hart, Debbi <a href="https://doi.or

Subject: V-V "safe positions"

Both the VERA and VSIP Guides state:

"... the agency may also offer VSIP (or VERA) to employees in safe positions that could then provide placement opportunities for employees holding surplus positions."

Ex. 5 - Deliberative Process

We'd like to discuss the following scenarios that don't involve restructured positions:

Scenario 1

Ex. 5 - Deliberative Process

Scenario 2

Ex. 5 - Deliberative Process

Our past experience with V-V is that such situations are allowed. Please advise as we want to ensure we are providing correct guidance to our customers.

Thanks.

Loretta L. Hunt Branch Chief Policy and Accountability Branch Policy, Planning and Training Division Office of Human Resources U.S. EPA

Phone: (202) 564-6963 Email: hunt.loretta@epa.gov

From: Mahoney, Michael J [mailto:Mike.Mahoney@opm.gov]

Sent: Friday, April 07, 2017 11:15 AM
To: Helm, Arron < Helm. Arron@epa.gov>

Subject: Fwd: Questions from EPA [WARNING: DKIM validation failed]

Arron

Thanks for the questions...

Ex. 5 - Deliberative Process

I hope this helps...

-Mike

Sent from my iPad

On Mar 31, 2017, at 9:05 AM, "Reinhold, Mark D" < Mark.Reinhold@opm.gov> wrote:

Could someone please respond to these questions from EPA? Please email responses to helm.arron@epa.gov

OPM's guidance states: "Besides providing an incentive for employees to voluntarily retire or resign to
avoid potential reduction in force actions, the agency may also offer VERA to employees in safe positions
that could then provide placement opportunities for employees occupying surplus positions." | Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

2.

Ex. 5 - Deliberative Process

Mark Reinhold
Associate Director, Employee Services
and Chief Human Capital Officer
mark.reinhold@opm.gov

To schedule a meeting, please contact Redmond Merrell on (202) 606-2520.

From: Hunt, Loretta [Hunt.Loretta@epa.gov]

Sent: 5/16/2017 2:45:18 PM

To: Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]; Taylor, Jeremy [Taylor.Jeremy@epa.gov]; Bonner, Jerome

[Bonner.Jerome@epa.gov]

CC: Carter, Rick [Carter.Rick@epa.gov]; Helm, Arron [Helm.Arron@epa.gov]; Schulman, Marvin

[Schulman.Marvin@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]

Subject: V/V and Standardized PDs

SSC Directors,

We're receiving questions from programs/regions about how after-V/V restructuring would impact standardized PDs. This is what we advised organizations based on our discussions with the SSCs from the last V/V initiative:

Ex. 5 - Deliberative Process

•

Ex. 5 - Deliberative Process

Thoughts?

Loretta L. Hunt Branch Chief Policy and Accountability Branch Policy, Planning and Training Division Office of Human Resources U.S. EPA

Phone: (202) 564-6963 Email: hunt.loretta@epa.gov

From: Badalamente, Mark [Badalamente.Mark@epa.gov]

Sent: 5/19/2017 3:10:32 PM

To: Vizian, Donna [Vizian.Donna@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]

CC: Milton, Laura [Milton.Laura@epa.gov]; Starfield, Lawrence [Starfield.Lawrence@epa.gov]

Subject: RE: Workforce Reshaping follow up Attachments: OECA VERA VSIP Major Themes.xlsx

Donna and Debbi -

Attached is OECA's completed "theme and appropriation" spreadsheet for the possible VERA/VSIP. Please let me or Laura Milton (OECA's PMO) know if you need anything further or have any questions.

Thanks!

Mark Badalamente Acting Deputy Assistant Administrator for Management Senior Resource Official (SRO) Senior Information Official (SIO) Office of Enforcement and Compliance Assurance

US Environmental Protection Agency William Jefferson Clinton Building Room 3235 South

Office: 202-564-4673 Mobile: 202-329-0763

From: Vizian, Donna

Sent: Friday, May 12, 2017 3:57 PM

To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants

<2017Regionfirstassistants@epa.gov>

Cc: Hart, Debbi < Hart. Debbi@epa.gov>; Parker, Gary < parker.gary@epa.gov>; Hunt, Loretta < Hunt. Loretta@epa.gov>;

Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; DAA-Career

<DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>

Subject: Workforce Reshaping follow up

Hi Everyone,

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Two other things	Ex. 5 - Deliberative Process
0	<u></u>

OPM's revised VSIP template addresses safe positions (attached, pg. 2, first paragraph):

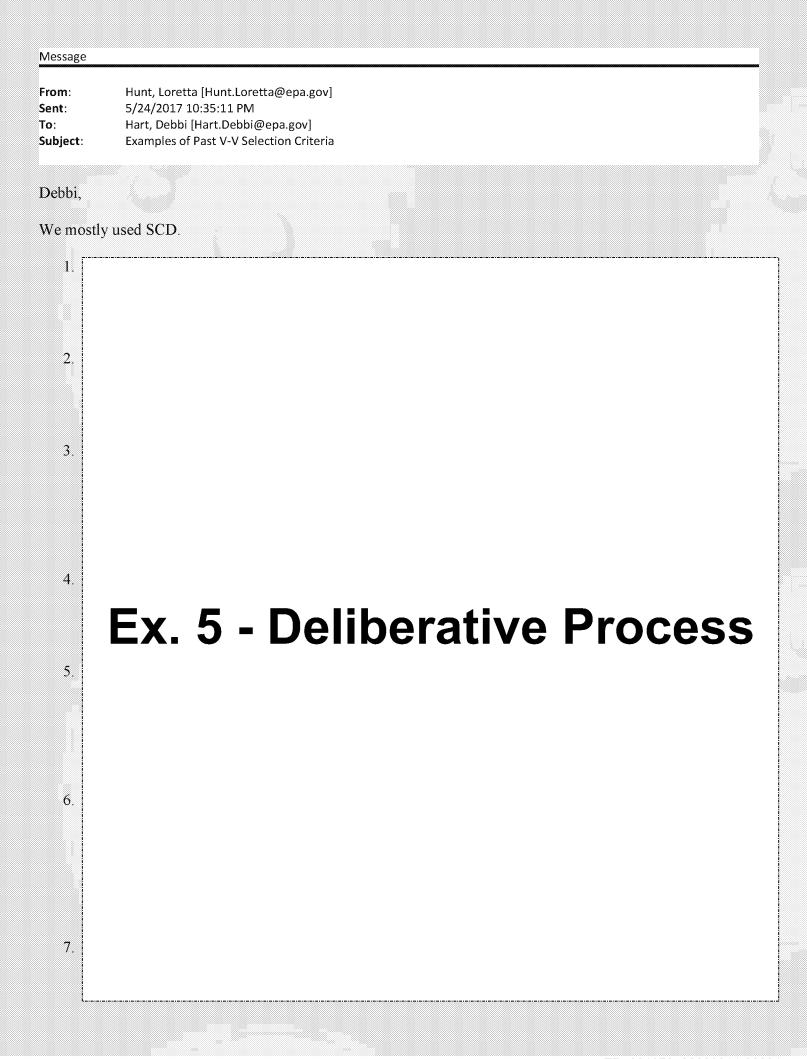
The agency's targeted population chart, "... may include additional categories of employees beyond those whose positions are directly targeted for elimination/restructuring (i.e., positions that are not the main focus for reduction/restructuring/elimination, but which are included in the VSIP offering only to the extent that they may provide a placement for an employee whose position will be reduced/restructured/eliminated.)

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Enjoy the weekend.

Donna



Ex. 5 - Deliberative Process

Loretta L. Hunt Branch Chief Policy and Accountability Branch Policy, Planning and Training Division Office of Human Resources U.S. EPA

Phone: (202) 564-6963 Email: hunt.loretta@epa.gov

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]

Sent: 5/9/2017 6:53:56 PM

To: Joanne Amorosi [Amorosi.Joanne@epa.gov]
CC: Loretta Hunt [Hunt.Loretta@epa.gov]

Subject: VERA/VSIP FAQs??--

Any chance you have a final, complete version at your fingertips? (You are the FAQ queen you know...©) We are trying to build up an updated V/V website or Sharepoint site.

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]

Sent: 5/25/2017 4:08:18 PM

To: Lane, Vicki [Lane.Vicki@epa.gov]

CC: Strauss, Alexis [Strauss.Alexis@epa.gov]; Jordan, Deborah [Jordan.Deborah@epa.gov]; McIlwain, Serena

[McIlwain.Serena@epa.gov]

Subject: RE: R9 FY17 VERA/VSIP Submittals

Thanks Vicki! Got it and will do. Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Lane, Vicki

Sent: Wednesday, May 24, 2017 8:30 PM **To:** Hart, Debbi < Hart. Debbi@epa.gov>

Cc: Strauss, Alexis <Strauss.Alexis@epa.gov>; Jordan, Deborah <Jordan.Deborah@epa.gov>; McIlwain, Serena

<McIlwain.Serena@epa.gov>

Subject: R9 FY17 VERA/VSIP Submittals

Hi Debbi,

Attached is Region 9's VV Business Case, reorganization charts, and the targeted positions spreadsheet. Please let me know if you have any questions or need any additional information.

Regards, Vicki J. Lane
Human Resources Officer, Region 9
U.S. Environmental Protection Agency
75 Hawthorne Street, Mail Code: EMD-2
San Francisco, CA 94105

Email: lane.vicki@epa.gov Phone: 415-972-3827

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]

Sent: 4/21/2017 7:06:14 PM

To: Smith, Susan [Smith.Susan@epa.gov]

CC: Datcher, Dawn [Datcher.Dawn@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Parker, Gary

[parker.gary@epa.gov]

Subject: RE: EPA Workforce Reshaping Information

Hey! Yes we provide updated eligibility data for each office and I believe Dawn's been reviewing it and fielding questions to our data team.

Ex. 5 - Deliberative Process

We have been receiving calls from multiple offices and are open to meeting if anyone desires. Just let us know! Thanks and have a great weekend! Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Smith, Susan

Sent: Friday, April 21, 2017 1:19 PM
To: Hart, Debbi < Hart. Debbi@epa.gov>

Cc: Datcher, Dawn < Datcher. Dawn@epa.gov>; Hunt, Loretta < Hunt. Loretta@epa.gov>

Subject: RE: EPA Workforce Reshaping Information

Debbi -

Hope you are doing well. I'm sure you're looking forward to the weekend given the announcements this week. Nigel Simon, OLEM's Acting PDAA, mentioned that last time we went through this process you all met with individual offices.

Ex. 5 - Deliberative Process

Looking forward to hearing from you!!

Susan Smith, OLEM PMO

Begin forwarded message:

From: "Vizian, Donna" < Vizian. Donna@epa.gov>

To: "2017HQfirstassistants" <2017HQfirstassistants@epa.gov>, "2017Regionfirstassistants"

<2017Regionfirstassistants@epa.gov>

Cc: "DAA-Career" < DAACareer@epa.gov>, "DRA" < DRA@epa.gov>, "ARA" < ARA@epa.gov>, "Gray,

Linda" <gray.linda@epa.gov>, "Hart, Debbi" <Hart.Debbi@epa.gov>

Subject: EPA Workforce Reshaping Information

HI Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5th. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

Ex. 5 - Deliberative Process

Your office submittals will be compiled into one, agency-level VERA/VSIP proposal that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, no later than May 24, 2017.

Ex. 5 - Deliberative Process

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best, Donna

List of Attachments

1.

3.

4.

5.

Ex. 5 - Deliberative Process

6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]

Sent: 5/16/2017 2:35:10 PM

To: Loretta Hunt [Hunt.Loretta@epa.gov]

Subject: FW: V/V Question

Before I answer, what did we hear back from SSCs about restructuring standardized PDs?

From: Buhl, Rick

Sent: Monday, May 15, 2017 9:26 AM **To:** Hart, Debbi Hart, Debbi @epa.gov

Subject: V/V Question

Debbi,

I hope all is well in DC this morning. I have a question on VERA/VSIP that is rather crucial to our conversation within the Region, and I suspect across the agency.

Ex. 5 - Deliberative Process

Thanks in advance.

Rick

Rick Buhl

Assistant Regional Administrator, Office of Technical and Management Services USEPA Region 8 | 1595 Wynkoop St (8TMS-IO) | Denver, CO 80202-1129

Office: (303) 312-6920

Need a Meeting? Contact Sifa M. Kajiru-Edwards at 303-312-6017

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]

Sent: 5/19/2017 2:57:01 PM

To: Parker, Gary [parker.gary@epa.gov]; Kuhns, Jason [kuhns.jason@epa.gov]; Loretta Hunt [Hunt.Loretta@epa.gov]

Subject: FW: ORD VERA VSIP template
Attachments: VERA VSIP Major Themes (003).xlsx

Importance: High

Six

From: Radzikowski, Mary Ellen Sent: Friday, May 19, 2017 10:43 AM

To: Hart, Debbi <Hart.Debbi@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>

Cc: Robbins, Chris < Robbins. Chris@epa.gov>; Blackburn, Elizabeth < Blackburn. Elizabeth@epa.gov>

Subject: ORD VERA VSIP template

Importance: High

Attached please find ORD's VERA VSIP data. Please let me know if you have any questions.

Thanks.

Mary Ellen Radzikowski
Acting Associate Assistant Administrator
Office of Research and Development
Radzikowski.maryellen@epa.gov
202 564 6757

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]

Sent: 5/23/2017 7:50:45 PM

To: Loretta Hunt [Hunt.Loretta@epa.gov]

Subject: FW: EPA Workforce Reshaping Information

Attachments: Targeted Positions Template .xlsx; V-V Business Case Checklist April2017final.docx; VERA- VSIP FAQ's Managers .pdf

Importance: High

All-

Just a reminder of what we are looking for in your VERA/VSIP submission.

Your office submittals will be compiled into one, agency-level VERA/VSIP proposal that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, no later than May 24, 2017.

1.

2.

Ex. 5 - Deliberative Process

3.

Should you have questions, please contact Debbi Hart or Loretta Hunt- we love hearing from you.

List of Attachments

1. 2.

Ex. 5 - Deliberative Process

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Vizian, Donna

Sent: Monday, April 17, 2017 5:01 PM

To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants

<2017Regionfirstassistants@epa.gov>

Cc: DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>; Gray, Linda

<gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Subject: EPA Workforce Reshaping Information

Importance: High

HI Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5th. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

Ex. 5 - Deliberative Process

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Ex. 5 - Deliberative Process

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best, Donna

5.

List of Attachments

1.

Ex. 5 - Deliberative Process

6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]

Sent: 5/9/2017 6:27:42 PM

To: Parker, Gary [parker.gary@epa.gov]; Willig, Jeanine [willig.jeanine@epa.gov]; Kuhns, Jason [kuhns.jason@epa.gov]

CC: Loretta Hunt [Hunt.Loretta@epa.gov]

Subject: Safe positions defined

1. Question: Ex. 5 - Deliberative Process

Answer

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Example

Ex. 5 - Deliberative Process

My question to you is—do we need to identify safe positions in our targeted positions template?

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Smith, Susan [Smith.Susan@epa.gov]

Sent: 4/21/2017 5:18:51 PM

To: Hart, Debbi [Hart.Debbi@epa.gov]

CC: Datcher, Dawn [Datcher.Dawn@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]

Subject: RE: EPA Workforce Reshaping Information

Attachments: OSWER Roster 5.1.2014.xlsx

Debbi -

Hope you are doing well. I'm sure you're looking forward to the weekend given the announcements this week. Nigel Simon, OLEM's Acting PDAA, mentioned that last time we went through this process you all met with individual offices.

Ex. 5 - Deliberative Process

Looking forward to hearing from you!!

Susan Smith, OLEM PMO

Begin forwarded message:

From: "Vizian, Donna" < Vizian. Donna@epa.gov>

To: "2017HQfirstassistants" <2017HQfirstassistants@epa.gov>, "2017Regionfirstassistants" <2017Regionfirstassistants@epa.gov>

Cc: "DAA-Career" <<u>DAACareer@epa.gov</u>>, "DRA" <<u>DRA@epa.gov</u>>, "ARA" <<u>ARA@epa.gov</u>>, "Gray, Linda" <gray, linda@epa.gov>, "Hart, Debbi" <Hart.Debbi@epa.gov>

Subject: EPA Workforce Reshaping Information

HI Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5th. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

Ex. 5 - Deliberative Process

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1.

Ex. 5 - Deliberative Process

2. 3.

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best, Donna

List of Attachments

1.

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Ex. 5 - Deliberative Process

5.

6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]

Sent: 5/16/2017 2:27:43 PM

To: Jablonski, Janice [jablonski.janice@epa.gov]

Subject: RE: communicating with staff around V/V proposals?

Hooray Kathie—she is listening!

From: Jablonski, Janice

Sent: Tuesday, May 16, 2017 10:24 AM To: Hart, Debbi < Hart. Debbi@epa.gov>

Subject: Fwd: communicating with staff around V/V proposals?

:)

Sent from my iPhone

Begin forwarded message:

From: "Shanahan, Katherine" <Shanahan.Katherine@epa.gov>

Date: May 15, 2017 at 5:41:09 PM EDT

To: "Barber, Anthony" <8arber, Anthony@epa.gov>, RHRO <8HRO@epa.gov>, OHR PMOs

<OHR PMOs@epa.gov>

Subject: RE: communicating with staff around V/V proposals?

Ex. 5 - Deliberative Process

Kathie

From: Barber, Anthony

Sent: Monday, May 15, 2017 5:32 PM

To: RHRO < RHRO@epa.gov >; OHR PMOs < OHR PMOs@epa.gov >

Subject: communicating with staff around V/V proposals?

Does anyone have an idea of when our collective proposals for VERA/VSIP should/will be available to our rank and file employees? Not clear to me. Are folks planning to share what is sent in on 5/24? Any thought of sharing with staff at the 6/30 point, or sooner? Just thinking about communications strategies and timing.

Anthony L. Barber, PE Acting Human Capital Officer and Manager, HRF Unit Director, Oregon Operations Office US EPA Region 10 805 SW Broadway, Suite 500 Portland, OR 97205

503-326-6890 (phone) 503-326-3399 (fax) barber anthony @epa.gov

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]

Sent: 5/19/2017 2:56:37 PM

To: Radzikowski, Mary Ellen [Radzikowski.Maryellen@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]
CC: Robbins, Chris [Robbins.Chris@epa.gov]; Blackburn, Elizabeth [Blackburn.Elizabeth@epa.gov]

Subject: RE: ORD VERA VSIP template

Got it—thanks very much. Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Radzikowski, Mary Ellen Sent: Friday, May 19, 2017 10:43 AM

To: Hart, Debbi <Hart.Debbi@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>

Cc: Robbins, Chris < Robbins. Chris@epa.gov>; Blackburn, Elizabeth < Blackburn. Elizabeth@epa.gov>

Subject: ORD VERA VSIP template

Importance: High

Attached please find ORD's VERA VSIP data. Please let me know if you have any questions.

Thanks.

Mary Ellen Radzikowski
Acting Associate Assistant Administrator
Office of Research and Development
Radzikowski.maryellen@epa.gov
202 564 6757

From: Hunt, Loretta [Hunt.Loretta@epa.gov]

Sent: 5/23/2017 7:31:21 PM

To: Hart, Debbi [Hart.Debbi@epa.gov]

Subject: V-V FAQs

Attachments: Ex. 5 - Deliberative Process

Attached

Loretta L. Hunt Branch Chief Policy and Accountability Branch Policy, Planning and Training Division Office of Human Resources U.S. EPA

Phone: (202) 564-6963 Email: hunt.loretta@epa.gov From: Allen, Reginald [Allen.Reginald@epa.gov]

Sent: 5/24/2017 9:58:56 PM

To: Hart, Debbi [Hart.Debbi@epa.gov]

CC: Hunt, Loretta [Hunt.Loretta@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]; Reeder, John

[Reeder.John@epa.gov]; Lesperance, Twanna [Lesperance.Twanna@epa.gov]

Subject: RE: EPA/AO - Workforce Reshaping Information (VERA/VSIP submission)

Attachments:

Ex. 5 - Deliberative Process

Debbi

Please find attached AO's VERA/VSIP submission.

Best Reggie

Reginald E. Allen, SES

Assistant Deputy Chief of Staff U.S. Environmental Protection Agency Office 202-564-0444 Direct 202-564-1029 Cell 202-306-2879

From: Hart, Debbi

Sent: Tuesday, May 23, 2017 4:45 PM

To: OHR PMOs <OHR_PMOs@epa.gov>; RHRO <RHRO@epa.gov>

Cc: Hitchens, Lynnann hitchens.lynnann@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda cgray.linda@epa.gov>; Hunt, Loretta cgray.linda@epa.gov>; Hunt, Loretta chens.lynnann@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda cgray.linda@epa.gov>; Hunt, Loretta cgray.linda@epa.gov; Parker, Gary <par/>parker.gary@epa.gov>; Showman, John

<Showman.John@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>

Subject: FW: EPA Workforce Reshaping Information

Importance: High

All-

Just a reminder of what we are looking for in your VERA/VSIP submission.

Your office submittals will be compiled into one, agency-level VERA/VSIP proposal that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, no later than May 24, 2017.

2.

Ex. 5 - Deliberative Process

3.

Should you have questions, please contact Debbi Hart or Loretta Hunt- we love hearing from you.

List of Attachments

1. 2.

Ex. 5 - Deliberative Process

3

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Vizian, Donna

Sent: Monday, April 17, 2017 5:01 PM

To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants

<2017Regionfirstassistants@epa.gov>

Cc: DAA-Career < DAACareer@epa.gov>; DRA < DRA@epa.gov>; ARA < ARA@epa.gov>; Gray, Linda

<gray.linda@epa.gov>; Hart, Debbi < Hart.Debbi@epa.gov>

Subject: EPA Workforce Reshaping Information

Importance: High

HI Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5th. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

Ex. 5 - Deliberative Process

Your office submittals will be compiled into one, agency-level VERA/VSIP proposal that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, no later than May 24, 2017.

Ex. 5 - Deliberative Process

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best, Donna 1. 2.

3.

4.

Ex. 5 - Deliberative Process

5.

VERA and VSIP Guides from OPM – provide additional details on the two authorities.

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]

Sent: 5/9/2017 6:19:00 PM

To: Parker, Gary [parker.gary@epa.gov]; Kuhns, Jason [kuhns.jason@epa.gov]; Willig, Jeanine [willig.jeanine@epa.gov]

CC: Loretta Hunt [Hunt.Loretta@epa.gov]

Subject: FW: Revised V/V Spreadsheet - example

Attachments: Ex. 5 - Deliberative Process

Importance: High

FYI—let's discuss.

From: Shanahan, Katherine

Sent: Tuesday, May 09, 2017 11:59 AM

To: Hunt, Loretta < Hunt.Loretta@epa.gov>; Hart, Debbi < Hart.Debbi@epa.gov>

Subject: FW: Revised V/V Spreadsheet - example

Importance: High

Hi Debbie and Loretta

Ex. 5 - Deliberative Process

I just wanted to provide you some background sense of the conversations that are going on and what you might hear on the call

KAthie

From: Westenberger, Andrea

Sent: Tuesday, May 09, 2017 11:06 AM

To: Hunt, Loretta < Hunt. Loretta@epa.gov>; Hart, Debbi < Hart. Debbi@epa.gov>

Cc: Breneman, Sara < breneman.sara@epa.gov>; Parker, Gary < parker.gary@epa.gov>; Shanahan, Katherine

<Shanahan.Katherine@epa.gov>

Subject: RE: Revised V/V Spreadsheet - example

Importance: High

Please reply to this thread, not the original I sent. I included Danielle Shannon instead of Katherine Shanahan.

Thanks, Andrea

Andrea Westenberger

Lead Region Coordinator for OCFO & OARM Regional Planner | Strategic Planning | EPA Region 10 1200 Sixth Avenue, OMP 21-I01 Seattle, WA 98101 (206) 553-6111 (office) (206) 719-9154 (cell) westenberger.andrea@epa.gov

From: Westenberger, Andrea

Sent: Tuesday, May 09, 2017 8:04 AM

To: Hunt, Loretta < Hunt.Loretta@epa.gov>; Hart, Debbi < Hart.Debbi@epa.gov>

<parker.gary@epa.gov>

Subject: Revised V/V Spreadsheet - example

Hi Loretta & Debbi,

Attached is a revised V/V using a Region 5 example (created by Sara Breneman). Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Thanks, Andrea

Andrea Westenberger

Lead Region Coordinator for OCFO & OARM Regional Planner | Strategic Planning | EPA Region 10 1200 Sixth Avenue, OMP 21-I01 Seattle, WA 98101 (206) 553-6111 (office) (206) 719-9154 (cell) westenberger.andrea@epa.gov

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]

Sent: 5/16/2017 2:25:32 PM

To: Jablonski, Janice [jablonski.janice@epa.gov]
CC: Loretta Hunt [Hunt.Loretta@epa.gov]

Subject: RE: communicating with staff around V/V proposals?

Thanks for your message. Nothing is firm yet and we won't have the green light to proceed until after Ryan/Administrator reviews May 19th submittal. So going out with info now is def premature. Their management knows this.

From: Jablonski, Janice

Sent: Tuesday, May 16, 2017 10:21 AM To: Hart, Debbi <hart.Debbi@epa.gov>

Subject: Fwd: communicating with staff around V/V proposals?

Just a heads up. My impulse is to send them all an email advising they await instructions, but I tend to let them figure things out for themselves. Hope all is well.

Sent from my iPhone

Begin forwarded message:

From: "Lesperance, Twanna" < Lesperance. Twanna@epa.gov>

Date: May 16, 2017 at 9:45:12 AM EDT

To: "Soward, Ruth-Alene" < Soward.Ruth-Alene@epa.gov>

Cc: "Smith, Susan" <<u>Smith.Susan@epa.gov</u>>, "Milton, Laura" <<u>Milton.Laura@epa.gov</u>>, "Braxton, Marilyn" <<u>Braxton.Marilyn@epa.gov</u>>, "Barber, Anthony" <<u>Barber.Anthony@epa.gov</u>>, RHRO RHRO@epa.gov>, OHR PMOs <OHR PMOs@epa.gov>

Subject: Re: communicating with staff around V/V proposals?

Good idea Ruth. Thanks.

Respectfully,

Twanna Lesperance, Assistant Director, PMO AO, OAES, Administrative Management Staff 202-564-0419

On May 16, 2017, at 9:43 AM, Soward, Ruth-Alene <<u>Soward.Ruth-Alene@epa.gov</u>> wrote:

Staff are asking for information about what's going on, which is neither unreasonable nor unexpected. Since OHR is coordinating the agency's consolidated proposal, perhaps they can share the communication plan and timeline so we know when information will be or can be shared. If no one else has done so, I'll sent a note to Debbi Hart.

Ruth Alene Soward, Director
Office of Resource and Information Management
Office of the Chief Financial Officer

202-566-0985 phone; 202-669-1876 mobile; 202-564-1433 fax Mail Code 2710A

On May 16, 2017, at 9:24 AM, Lesperance, Twanna < Lesperance. Twanna@epa.gov> wrote:

All,

Same with AO, unless something changed during my absence.

Respectfully,

Twanna Lesperance, Assistant Director, PMO AO, OAES, Administrative Management Staff 202-564-0419

On May 16, 2017, at 8:12 AM, Smith, Susan <<u>Smith.Susan@epa.gov</u>> wrote:

Agree, same with OLEM.



Susan Smith, Director Organizational Management and Integrity Staff Office of Land and Emergency Management/U.S. EPA 1301 Constitution Ave., NW, Washington, DC 20460 4139 WJC West/MC: 5101T

202-564-6656 (office) 202-834-8239 (cell) 202-566-6324 (fax)

Follow OLEM on Twitter @EPALand

From: Milton, Laura

Sent: Monday, May 15, 2017 5:47 PM

To: Braxton, Marilyn Braxton, Marilyn@epa.gov; Barber, Anthony Braxton, Marilyn@epa.gov; RHRO Braxton, Marilyn@epa.gov; RHRO RHRO@epa.gov; RHRO CHR PMOS < OHR PMOS@epa.gov); PMOS@epa.gov>

Subject: RE: communicating with staff around V/V

proposals?

OECA generally announced the agency's intention to develop a proposal for consideration but we are not planning to share our draft plan with staff.

Sent from my Windows Phone

From: <u>Braxton, Marilyn</u> **Sent:** 5/15/2017 5:36 PM

To: Barber, Anthony; RHRO; OHR PMOs

Subject: RE: communicating with staff around V/V proposals?

OEI is not planning to share the proposal until it is officially approved. But I'm interested in hearing what others are doing.

Regards! Marilyn A. Braxton 202-564-8192 202-236-3228 (mobile)

Website: OEI's HR Corner

From: Barber, Anthony

Sent: Monday, May 15, 2017 5:32 PM **To:** RHRO < RHRO@epa.gov >; OHR PMOs

<OHR PMOs@epa.gov>

Subject: communicating with staff around V/V

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Does anyone have an idea of when our collective proposals for VERA/VSIP should/will be available to our rank and file employees? Not clear to me. Are folks planning to share what is sent in on 5/24? Any thought of sharing with staff at the 6/30 point, or sooner? Just thinking about communications strategies and timing.

Anthony L. Barber, PE Acting Human Capital Officer and Manager, HRF Unit Director, Oregon Operations Office US EPA Region I0 805 SW Broadway, Suite 500 Portland, OR 97205

503-326-6890 (phone) 503-326-3399 (fax) barber,anthony@epa.gov

```
From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP
```

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]

Sent: 5/23/2017 7:05:36 PM

To: Loretta Hunt [Hunt.Loretta@epa.gov]

Subject: FW: Themes

Importance: High

```
Ex. 5 - Deliberative Process
Loretta-
                        Ex. 5 - Deliberative Process
                                                                                                 l also don't
recall speaking with Troy about V/V yet-- have you?
Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov
----Original Message----
From: McDonald, James
Sent: Tuesday, May 23, 2017 2:39 PM To: Hart, Debbi <a href="Hart.Debbi@epa.gov">Hart.Debbi@epa.gov</a>
Cc: Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hunt, Loretta
<Hunt.Loretta@epa.gov>
Subject: Re: Themes
Thanks.
The R6 contact is Troy Hill 214-665-6647 or Tony Clifton
Sent from my iPhone
> On May 23, 2017, at 1:36 PM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:
> Hi James-
> STEM still means science, technology, engineering and math and the intent is that some offices will be shifting priorities in those areas. If the office doesn't have STEM work (like OARM/OCFO) they may shift
priorities in their programmatic work. Does that help?
                                                                         Ex. 5 - Deliberative Process
                                             Is Ray working on this? Thanks! Debbi
           Ex. 5 - Deliberative Process
> Debbi Hart
> Director
> Policy, Planning & Training Division
> OHR, OARM
> USEPA
> 202.564.2011
> hart.debbi@epa.gov
  *************
> ----Original Message-----
> From: Showman, John
> To: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov> > Subject: FW: Themes
> ??? I see "Restructure to focus on STEM/programmatic priorities" but don't have any more details? Can
you help?
>
> ----Original Message----
> From: McDonald, James
> Sent: Tuesday, May 23, 2017 2:16 PM
 To: Showman, John <Showman.John@epa.gov>
> Subject: Themes
```

```
> What does the STEM theme mean for our V/V process? > Sent from my iPhone
```

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]

Sent: 5/19/2017 2:51:01 PM

To: Parker, Gary [parker.gary@epa.gov]; Kuhns, Jason [kuhns.jason@epa.gov]; Loretta Hunt [Hunt.Loretta@epa.gov]

Subject: FW: Workforce Reshaping follow up

Attachments: Copy of Copy of VERA VSIP Workfile 5-17-17 (003).xlsx

Ex. 5 - Deliberative Process

From: Pace, Donald

Sent: Friday, May 19, 2017 8:43 AM

To: Vizian, Donna <Vizian.Donna@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Cc: Mugdan, Walter < Mugdan. Walter@epa.gov>; Manna, Richard < Manna. Richard@epa.gov>; Pastalove, Barbara

<Pastalove.Barbara@epa.gov>

Subject: FW: Workforce Reshaping follow up

Good morning Donna and Debbi,

Attached is Region 2's response to this request outlining our current position on workforce reshaping. Please let me or our HRO, Barbara Pastalove, know if you have any questions. Thanks and have a nice weekend.

From: Vizian, Donna

Sent: Friday, May 12, 2017 12:57 PM

To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants

<2017Regionfirstassistants@epa.gov>

Cc: Hart, Debbi < Hart. Debbi@epa.gov>; Parker, Gary < parker.gary@epa.gov>; Hunt, Loretta < Hunt.Loretta@epa.gov>;

Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; DAA-Career

<DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>

Subject: Workforce Reshaping follow up

Hi Everyone,

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Two other things: Ex. 5 - Deliberative Process

OPM's revised VSIP template addresses safe positions (attached, pg. 2, first paragraph):

The agency's targeted population chart, "... may include additional categories of employees beyond those whose positions are directly targeted for elimination/restructuring (i.e., positions that are not the main focus for reduction/restructuring/elimination, but which are included in the VSIP offering only to the extent that they may provide a placement for an employee whose position will be reduced/restructured/eliminated.)

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Enjoy the weekend.

Donna

To: Loretta Hunt[Hunt.Loretta@epa.gov]

From: Hart, Debbi

Sent: Fri 4/21/2017 3:54:45 PM **Subject:** FW: EPA V/V Site Update?



From: Showman, John

Sent: Thursday, April 20, 2017 10:29 PM

To: Hart, Debbi < Hart. Debbi@epa.gov>; Gray, Linda < gray.linda@epa.gov>; Carpenter, Wesley

<Carpenter.Wesley@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>

Subject: Fwd: EPA V/V Site Update?

Sent from my iPhone

Begin forwarded message:

From: "Newton, Cheryl" < Newton. Cheryl@epa.gov>

Date: April 20, 2017 at 9:26:52 PM EDT

To: "Showman, John" < Showman.John@epa.gov>

Cc: "Sanders, Amy" < Sanders. Amy@epa.gov>, "Meyer, Dale" < meyer.dale@epa.gov>

Subject: EPA V/V Site Update?

Hi John – You guys may be on this but just in case folks have forgotten. You can still reach the Intranet site with all the information from the 2014 VERA/VSIP at http://intranet.epa.gov/policy/buyouts/. Because it's not labeled with any year reference, people doing searches may find it and think its current or somehow applicable to now. We may want to scrub the site and only keep general information from OPM, EPA Retirement Counselors and Retirement Calculators. We have referred people to OPM's site prior to this week, but if EPA is moving forward it may be good to set up our own site for 2017 so we'll have a similar repository for this time. Thanks

From: Jablonski, Janice [jablonski.janice@epa.gov]

Sent: 5/16/2017 2:20:36 PM

To: Hart, Debbi [Hart.Debbi@epa.gov]

Subject: Fwd: communicating with staff around V/V proposals?

Just a heads up. My impulse is to send them all an email advising they await instructions, but I tend to let them figure things out for themselves. Hope all is well.

Sent from my iPhone

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Cc: "Smith, Susan" <<u>Smith.Susan@epa.gov</u>>, "Milton, Laura" <<u>Milton.Laura@epa.gov</u>>, "Braxton, Marilyn" <<u>Braxton.Marilyn@epa.gov</u>>, "Barber, Anthony" <<u>Barber.Anthony@epa.gov</u>>, RHRO

<RHRO@epa.gov>, OHR PMOs <OHR PMOs@epa.gov>

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Good idea Ruth. Thanks.

Respectfully,

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Ruth Alene Soward, Director
Office of Resource and Information Management
Office of the Chief Financial Officer
202-566-0985 phone; 202-669-1876 mobile; 202-564-1433 fax
Mail Code 2710A

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Susan Smith, Director **Organizational Management and Integrity Staff** Office of Land and Emergency Management/U.S. EPA 1301 Constitution Ave., NW, Washington, DC 20460 4139 WJC West/MC: 5101T

202-564-6656 (office) 202-834-8239 (cell) 202-566-6324 (fax)

Follow OLEM on Twitter @EPALand

From: Milton, Laura

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To: Braxton, Marilyn <Braxton. Marilyn@epa.gov>; Barber, Anthony Barber.Anthony@epa.gov; RHRO <RHRO@epa.gov>; OHR PMOs <OHR PMOs@epa.gov> Subject: RE: communicating with staff around V/V proposals?

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Website: OEI's HR Corner

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<OHR_PMOs@epa.gov>

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Anthony L. Barber, PE Acting Human Capital Officer and Manager, HRF Unit Director, Oregon Operations Office US EPA Region 10 805 SW Broadway, Suite 500 Portland, OR 97205

503-326-6890 (phone) 503-326-3399 (fax) barber,anthony@epa.gov

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(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]

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CC: Mugdan, Walter [Mugdan.Walter@epa.gov]; Manna, Richard [Manna.Richard@epa.gov]; Pastalove, Barbara

[Pastalove.Barbara@epa.gov]

Subject: RE: Workforce Reshaping follow up

Got it—thank you all. Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

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Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; DAA-Career

<<u>DAACareer@epa.gov>;</u> DRA <<u>DRA@epa.gov></u>; ARA <<u>ARA@epa.gov></u>

Subject: Workforce Reshaping follow up

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Ex. 5 - Deliberative Process

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Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Enjoy the weekend.

Donna

From: Tellis, Vickie [Tellis.Vickie@epa.gov]

Sent: 5/24/2017 9:19:21 PM

To: Vizian, Donna [Vizian.Donna@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]

CC: Heard, Anne [Heard.Anne@epa.gov]; Lapierre, Kenneth [Lapierre.Kenneth@epa.gov]; Ghosh, Mita

[Ghosh.Mita@epa.gov]; Mills, Keith [Mills.Keith@epa.gov]

Subject: Region 4 Workforce Reshaping Information - VERA/VSIP Major Themes, Business Case, Targeted Position

Spreadsheet, and Organizational Chart

Attachments:

Ex. 5 - Deliberative Process

Donna and Debbi,

Attached is Region 4's complete VERA/VSIP submission to include the following attachments:

Ex. 5 - Deliberative Process

I am available should you need additional information or have questions. Thanks!

Vickie

Vickie H. Tellis

Acting Assistant Regional Administrator U.S. EPA, Region 4 - Atlanta, Georgia 404-562-8218 office 404-966-9847 mobile

May is Older Americans and Asian American & Pacific Islander Observance Month.

Older Americans Theme: "Age Out Loud"

Asian American & Pacific Islander Employment Theme: "Unite our Voices by Speaking Together"

IAM Diversity!

From: Vizian, Donna

Sent: Monday, April 17, 2017 5:01 PM

To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants

<2017Regionfirstassistants@epa.gov>

Cc: DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>; Gray, Linda

<gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Subject: EPA Workforce Reshaping Information

Importance: High

HI Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5th. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

Ex. 5 - Deliberative Process

Your office submittals will be compiled into one, agency-level VERA/VSIP proposal that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, no later than May 24, 2017.

Ex. 5 - Deliberative Process

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best, Donna

List of Attachments

3.
 4.

5.

1.

Ex. 5 - Deliberative Process

6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]

Sent: 5/9/2017 5:55:21 PM

To: Westenberger, Andrea [Westenberger.Andrea@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]

CC: Breneman, Sara [breneman.sara@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Shanahan, Katherine

[Shanahan.Katherine@epa.gov]; Kuhns, Jason [kuhns.jason@epa.gov]; Willig, Jeanine [willig.jeanine@epa.gov]

Subject: RE: Revised V/V Spreadsheet - example

Andrea-

Ex. 5 - Deliberative Process Sorry I was unable to answer sooner! Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Westenberger, Andrea

Sent: Tuesday, May 09, 2017 11:06 AM

To: Hunt, Loretta < Hunt.Loretta@epa.gov>; Hart, Debbi < Hart.Debbi@epa.gov>

Cc: Breneman, Sara
 Spreneman.sara@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Shanahan, Katherine

<Shanahan.Katherine@epa.gov>

Subject: RE: Revised V/V Spreadsheet - example

Importance: High

Please reply to this thread, not the original I sent. I included Danielle Shannon instead of Katherine Shanahan.

Thanks, Andrea

Andrea Westenberger

Lead Region Coordinator for OCFO & OARM
Regional Planner | Strategic Planning | EPA Region 10
1200 Sixth Avenue, OMP 21-I01
Seattle, WA 98101
(206) 553-6111 (office)
(206) 719-9154 (cell)
westenberger.andrea@epa.gov

From: Westenberger, Andrea

Sent: Tuesday, May 09, 2017 8:04 AM

To: Hunt, Loretta < Hunt.Loretta@epa.gov >; Hart, Debbi < Hart.Debbi@epa.gov >

Cc: Breneman, Sara

 Shreneman, Sara

<parker.gary@epa.gov>

Subject: Revised V/V Spreadsheet - example

Attached is a revised V/V using a Region 5 example (created by Sara Breneman). Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Thanks, Andrea

Andrea Westenberger

Lead Region Coordinator for OCFO & OARM Regional Planner | Strategic Planning | EPA Region 10 1200 Sixth Avenue, OMP 21-I01 Seattle, WA 98101 (206) 553-6111 (office) (206) 719-9154 (cell) westenberger.andrea@epa.gov

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]

Sent: 5/23/2017 6:36:02 PM

To: Showman, John [Showman.John@epa.gov]; McDonald, James [McDonald.James@epa.gov]

CC: Gray, Linda [gray.linda@epa.gov]; Loretta Hunt [Hunt.Loretta@epa.gov]

Subject: RE: Themes

Importance: High

Hi James-

STEM still means science, technology, engineering and math and the intent is that some offices will be shifting priorities in those areas. If the office doesn't have STEM work (like OARM/OCFO) they may shift priorities in their programmatic work. Does that help? Ex.5-Deliberative Process

Ex. 5 - Deliberative Process Thanks! Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

----Original Message----

From: Showman, John

Sent: Tuesday, May 23, 2017 2:19 PM

To: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>

Subject: FW: Themes

??? I see "Restructure to focus on STEM/programmatic priorities" but don't have any more details? Can you help?

----Original Message----

From: McDonald, James

Sent: Tuesday, May 23, 2017 2:16 PM To: Showman, John <Showman.John@epa.gov>

Subject: Themes

What does the STEM theme mean for our V/V process?

Sent from my iPhone

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]

Sent: 5/19/2017 2:43:51 PM

To: Parker, Gary [parker.gary@epa.gov]; Loretta Hunt [Hunt.Loretta@epa.gov]; Kuhns, Jason [kuhns.jason@epa.gov]

Subject: FW: OEI's draft VERA/VSIP numbers

Attachments: OEI VERA VSIP Major Themes + Appropriations.xlsx

Ex. 5 - Deliberative Process

From: Fine, Steven

Sent: Thursday, May 18, 2017 8:34 PM

To: Hart, Debbi <Hart.Debbi@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>

Cc: Maher, Karen <Maher.Karen@epa.gov>; Gutshall, Renee <Gutshall.Renee@epa.gov>; Braxton, Marilyn

<Braxton.Marilyn@epa.gov>

Subject: OEI's draft VERA/VSIP numbers

Donna and Debbi,

I have attached OEI's draft numbers for VERA/VSIP.

Thank you for your help with this.

Steve

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]

Sent: 5/24/2017 9:12:16 PM

To: Parker, Gary [parker.gary@epa.gov]; Loretta Hunt [Hunt.Loretta@epa.gov]; Willig, Jeanine [willig.jeanine@epa.gov];

Kuhns, Jason [kuhns.jason@epa.gov]

Subject: FW: R8's VERA/VSIP Submission

Attachments:

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

From: Fowler, Joshua

Sent: Wednesday, May 24, 2017 3:23 PM **To:** Hart, Debbi < Hart. Debbi@epa.gov>

Cc: Thomas, Deb <thomas.debrah@epa.gov>; Bohan, Suzanne <bohan.suzanne@epa.gov>; Buhl, Rick

<Buhl.Rick@epa.gov>; Kortuem, Patrice <Kortuem.Patrice@epa.gov>; Bielenberg, Ben <Bielenberg.Ben@epa.gov>;

Vuong, Stephanie < Vuong. Stephanie@epa.gov>

Subject: R8's VERA/VSIP Submission

Good afternoon Debbi,

We have enclosed Region 8's VERA/VSIP Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process Please contact me if you have any questions or concerns regarding the submission.

Josh Fowler
Human Resources Officer
EPA Region 8
1595 Wynkoop St. Denver, CO 80212
fowler.joshua@epa.gov
303-312-6348 (work)
720-287-9266 (cell)

From: Hunt, Loretta [Hunt.Loretta@epa.gov]

Sent: 4/20/2017 9:16:07 PM

To: Hart, Debbi [Hart.Debbi@epa.gov]

Subject: V-V "safe positions"

Both the VERA and VSIP Guides state:

"... the agency may also offer VSIP (or VERA) to employees in safe positions that could then provide placement opportunities for employees holding surplus positions."

Ex. 5 - Deliberative Process

We'd like to discuss the following scenarios that don't involve restructured positions:

Scenario 1

Ex. 5 - Deliberative Process

Scenario 2

Ex. 5 - Deliberative Process

Our past experience with V-V is that such situations are allowed. Please advise as we want to ensure we are providing correct guidance to our customers.

Thanks.

Loretta L. Hunt Branch Chief Policy and Accountability Branch Policy, Planning and Training Division Office of Human Resources U.S. EPA

Phone: (202) 564-6963 Email: hunt.loretta@epa.gov

From: Buhl, Rick [Buhl.Rick@epa.gov]

Sent: 5/15/2017 1:26:25 PM

To: Hart, Debbi [Hart.Debbi@epa.gov]

Subject: V/V Question

Debbi,

I hope all is well in DC this morning. I have a question on VERA/VSIP that is rather crucial to our conversation within the Region, and I suspect across the agency.

Ex. 5 - Deliberative Process

Thanks in advance.

Rick

Rick Buhl

Assistant Regional Administrator, Office of Technical and Management Services USEPA Region 8 | 1595 Wynkoop St (8TMS-IO) | Denver, CO 80202-1129

Office: (303) 312-6920

Need a Meeting? Contact Sifa M. Kajiru-Edwards at 303-312-6017

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]

Sent: 4/10/2017 3:13:44 PM

To: Hunt, Loretta [Hunt.Loretta@epa.gov]

Subject: FW: Guiding Questions

Attachments:

Ex. 5 - Deliberative Process

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Kuhns, Jason

Sent: Wednesday, November 06, 2013 10:13 AM

To: Hart, Debbi < Hart. Debbi@epa.gov>

Subject: Guiding Questions

Thanks,

Jason Kuhns
U.S. Environmental Protection Agency
Office of Human Resources
202-564-3236
kuhns.jason@epa.gov

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]

Sent: 5/9/2017 3:15:39 PM

To: Cunningham, Bisa [cunningham.bisa@epa.gov]

Subject: RE: VERA/VSIP Site

No and we are far from it. Offices providing targeted positions and rationales to us at end of month. We will then have to roll it all up before sending to OPM/OMB for approval. No announcements to employees until AFTER approval.

From: Cunningham, Bisa

Sent: Tuesday, May 09, 2017 10:28 AM To: Hart, Debbi < Hart. Debbi@epa.gov>

Subject: RE: VERA/VSIP Site

Debbi -

Have gotten approval from OPM on VERA/VSIP or are we waiting to send that.

Bisa Cunningham

Director, Diversity, Recruitment, & Employee Services Division

Environmental Protection Agency

Office of Administration and Resources Management

Office of Human Resources, WJC North (Room 1402 Y/Z)

Office: 202-564-6635 Mobile: Ex. 6 - Personal Privacy

Email: Cunningham.Bisa@epa.gov

From: Hart, Debbi

Sent: Tuesday, May 09, 2017 9:10 AM

To: Cunningham, Bisa <<u>cunningham.bisa@epa.gov</u>>; Hunt, Loretta <<u>Hunt.Loretta@epa.gov</u>> **Cc:** Carpenter, Wesley <<u>Carpenter.Wesley@epa.gov</u>>; Gray, Linda <<u>gray.linda@epa.gov</u>>

Subject: RE: VERA/VSIP Site

Morning Bisa!

Thanks for your message. We created the site—it evolved over time and we started updating it a few weeks ago, but it is sparsely populated (http://intranet.epa.gov/policy/buyouts/). More to come! Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Cunningham, Bisa

Sent: Tuesday, May 09, 2017 8:31 AM

To: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>

Cc: Carpenter, Wesley < Carpenter. Wesley@epa.gov>; Gray, Linda < gray.linda@epa.gov>

Subject: VERA/VSIP Site

Good morning Debbi/Loretta -

Please see message from Sue in Cinci. Who created the 2014 VERA/VSIP site and are there plans to create another one?

Bisa Cunningham

Director, Diversity, Recruitment, & Employee Services Division

Environmental Protection Agency

Office of Administration and Resources Management

Office of Human Resources, WJC North (Room 1402 Y/Z)

Office: 202-564-6635 Mobile: Ex. 6 - Personal Privacy

Email: Cunningham.Bisa@epa.gov

From: Mairose, Sue

Sent: Thursday, May 04, 2017 7:11 PM

To: Cunningham, Bisa < cunningham.bisa@epa.gov>

Cc: Brown, Rohn

 rohn@epa.gov>; Thomas, Cheryl
 Thomas.Cheryl@epa.gov>; Jimenez, Elaine

<Jimenez.Elaine@epa.gov>; Davis, Cathy <Davis.Cathy@epa.gov>

Subject: RE: Agenda Item for call next week

Hi Bisa.

I will be out of the office tomorrow but wanted to submit an agenda item for our call next week.

For the last VERA/VSIP that the agency had (2014), there was a VERA/VSIP site that they agency had with information, FAQs and links for VERA/VSIP. I believe it may have also included the link to the FHR Navigator. It was a great resource to be able to send our employees to. Is it too soon to discuss if the agency plans on doing something similar if another VERA/VSIP is offered.

I can't think of anything else at the moment but Cheryl is acting for me tomorrow and will forward any additional items.

Thank you Bisa. Have a great weekend!

Sue

Sue Mairose
Branch Chief, Employee Benefits
Environmental Protection Agency
Cincinnati HR Shared Service Center
26 W. Martin Luther King Dr.
Benefits Branch MS N-136
Cincinnati, OH 45268
513-569-7951
(Fax) 513-487-2567

Benefits Common Line (513) 569-7699

Benefits emailbox: CIN_HRSSC_Benefits_Central@epa.gov

From: Hunt, Loretta [Hunt.Loretta@epa.gov]

Sent: 4/13/2017 2:57:19 PM

To: Hart, Debbi [Hart.Debbi@epa.gov]

Subject: Workforce Info

Attachments: EPA V-V request for ORD 09-12-14.docx; OCFO VERA-VSIP 1-23-14.docx

Okay, the old agency V-V template mentions "budget neutrality/costs/savings"

It seems OMB is looking only for "direct costs/savings" going forward.

Hike how ORD and OCFO calculated their direct costs and estimated savings.

Maybe we can pull in Dan to help us decide which format is the best?

Loretta L. Hunt Branch Chief Policy and Accountability Branch Policy, Planning and Training Division Office of Human Resources U.S. EPA

Phone: (202) 564-6963 Email: hunt.loretta@epa.gov

From: Kuhns, Jason [Kuhns.Jason@epa.gov]

Sent: 5/24/2017 9:05:56 PM

To: Manna, Richard [Manna.Richard@epa.gov]; Pastalove, Barbara [Pastalove.Barbara@epa.gov]; Rubel, Robert

[Rubel.Robert@epa.gov]

CC: Hart, Debbi [Hart.Debbi@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]

Subject: RE: Final V-V Documents

Thank you for your submission.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

If you have any questions, just let us know.

Thanks,

Jason Kuhns
U.S. Environmental Protection Agency
Office of Human Resources
202-564-3236
kuhns.jason@epa.gov

From: Hart, Debbi

Sent: Wednesday, May 24, 2017 3:24 PM

To: Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Willig, Jeanine

<willig.jeanine@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>

Subject: FW: Final V-V Documents

Ex. 5 - Deliberative Process

From: Manna, Richard

Sent: Wednesday, May 24, 2017 2:24 PM To: Hart, Debbi <hart.Debbi@epa.gov>

Cc: Pastalove, Barbara < Pastalove. Barbara@epa.gov >; Rubel, Robert < Rubel. Robert@epa.gov >; Pace, Donald

<<u>Pace.Donald@epa.gov</u>> **Subject:** Final V-V Documents

Hi Debbi – hope all is well with you. Attached please find our V/V submission as requested. Please let Barbara Pastalove, Robert Rubel or me know if you have any questions.

Rich

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]

Sent: 4/10/2017 3:12:18 PM

To: Hunt, Loretta [Hunt.Loretta@epa.gov]

Subject: FW:

Attachments: Restructure Nonsupervisory v6.docx

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Cooper, Marian

Sent: Tuesday, November 05, 2013 2:24 PM

To: Kantrowitz, Susan < Kantrowitz. Susan@epa.gov>; Freeman, Angela < Freeman. Angela@epa.gov>; Hart, Debbi

<Hart.Debbi@epa.gov>

Subject:

Here is the file!

Marian Pechmann Cooper

Special Assistant to the Assistant Administrator Office of Administration and Resources Management William Jefferson Clinton Federal Building-NORTH (3330) Washington, DC 20460 office number -- 202 564-0620 office fax -- 202 564-0233



From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]

Sent: 4/20/2017 8:26:54 PM

To: Westenberger, Andrea [Westenberger.Andrea@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]

CC: Parker, Gary [parker.gary@epa.gov]

Subject: RE: EPA Workforce Reshaping Information

Andrea-

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Westenberger, Andrea

Sent: Thursday, April 20, 2017 3:18 PM

To: Hart, Debbi < Hart. Debbi@epa.gov>; Hunt, Loretta < Hunt. Loretta@epa.gov>

Subject: FW: EPA Workforce Reshaping Information

Importance: High

Hi Debbi and Loretta – Can you unlock/resend the spreadsheet? It's locked right now so we can't do much editing in the regions. Also, let me know when you have the template for the org charts. As I mentioned to Debbi, I'm happy to help with options if you'd like.

Thanks, Andrea

Andrea Westenberger

Lead Region Coordinator for OCFO & OARM
Regional Planner | Strategic Planning | EPA Region 10
1200 Sixth Avenue, OMP 21-I01
Seattle, WA 98101
(206) 553-6111 (office)
(206) 719-9154 (cell)
westenberger.andrea@epa.gov

From: Vizian, Donna

Sent: Monday, April 17, 2017 2:01 PM

To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants

<2017Regionfirstassistants@epa.gov>

Cc: DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>; Gray, Linda

<gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Subject: EPA Workforce Reshaping Information

Importance: High

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5th. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

Ex. 5 - Deliberative Process

Your office submittals will be compiled into one, agency-level VERA/VSIP proposal that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, no later than May 24, 2017.

Ex. 5 - Deliberative Process

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best, Donna

List of Attachments

2.

1.

Ex. 5 - Deliberative Process

5.

4.

6. VERA and VSIP Guides from OPM - provide additional details on the two authorities.

Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP From:

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]

Sent: 4/13/2017 2:47:18 PM

Hunt, Loretta [Hunt.Loretta@epa.gov] To:

Subject: FW: Quick questions on V/V [WARNING: DKIM validation failed]

From: Mahoney, Michael J [mailto:Mike.Mahoney@opm.gov]

Sent: Thursday, April 13, 2017 10:44 AM To: Hart, Debbi < Hart. Debbi@epa.gov>

Subject: RE: Quick questions on V/V [WARNING: DKIM validation failed]

From: Hart, Debbi [mailto:Hart.Debbi@epa.gov] Sent: Thursday, April 13, 2017 10:29 AM

To: Mahoney, Michael J

Subject: RE: Quick questions on V/V [WARNING: DKIM validation failed]

Got it Mike—thank you. And hang in there!

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process Thanks again-- Debbi

From: Mahoney, Michael J [mailto:Mike.Mahoney@opm.gov]

Sent: Wednesday, April 12, 2017 11:09 PM To: Hart, Debbi < Hart. Debbi@epa.gov>

Subject: Re: Quick questions on V/V [WARNING: DKIM validation failed]

Hi Debbi,

We can talk more about this tomorrow...and sorry for the late reply

Ex. 5 - Deliberative Process

As far as I know, OMB's role will remain the same. I think you would continue to coord with your OMB examiner as you always have. Again, neither the VSIP law or regs have changed...

I hope this answers your question. If not, we can chat tomorrow

-mike

Sent from my iPad

On Apr 12, 2017, at 3:47 PM, "Hart, Debbi" < Hart.Debbi@epa.gov> wrote:

Hello Mike-

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]

Sent: 5/19/2017 2:42:31 PM

To: Westenberger, Andrea [Westenberger.Andrea@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]

Subject: RE: Message to regions regarding 5/19 V/V submissions and impact on 5/24 packages?

Andrea- yes planning to send a message but not exactly what you state. Will call soon.

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Westenberger, Andrea

Sent: Thursday, May 18, 2017 6:35 PM

To: Hart, Debbi < Hart. Debbi@epa.gov>; Hunt, Loretta < Hunt. Loretta@epa.gov>

Subject: Message to regions regarding 5/19 V/V submissions and impact on 5/24 packages?

Hi Debbi and Loretta,

Ex. 5 - Deliberative Process

Thanks, Andrea

Andrea Westenberger

Lead Region Coordinator for OCFO & OARM EPA Region 10
1200 Sixth Avenue, OMP 21-I01
Seattle, WA 98101
(206) 553-6111 (office)
Ex. 6 - Personal Privacy (cell)

westenberger.andrea@epa.gov

From: McManus, Catharine [mcmanus.catharine@epa.gov]

Sent: 5/24/2017 8:51:02 PM

To: Hart, Debbi [Hart.Debbi@epa.gov]

CC: Esher, Diana [Esher.Diana@epa.gov]; Krakowiak, John [Krakowiak.John@epa.gov]

Subject: RE: EPA Workforce Reshaping Information

Attachments: Ex. 5 - Deliberative Process

Debbi-

Attached is Region III's submission. We have not included organizational charts because we are not proposing to reorganize. I have included an updated Themes spreadsheet which reflects a change requested by Senior leadership. Please let me know if you have any questions or need further information. Thanks. Kate

From: Hart, Debbi

Sent: Tuesday, May 23, 2017 4:45 PM

To: OHR PMOs <OHR_PMOs@epa.gov>; RHRO <RHRO@epa.gov>

Cc: Hitchens, Lynnann https://doi.org/10.1016/j.cc (Carpenter, Wesley https://doi.org/10.1016/j.cc (Carpenter, Wesley https://doi.org/10.1016/j.cc (Carpenter, Wesley https://doi.org/10.1016/j.cc (Parker, Gary <a href="https://doi.org/10.1

<Showman.John@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>

Subject: FW: EPA Workforce Reshaping Information

Importance: High

All-

Just a reminder of what we are looking for in your VERA/VSIP submission.

Your office submittals will be compiled into one, agency-level VERA/VSIP proposal that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, no later than May 24, 2017.

2.

Ex. 5 - Deliberative Process

3.

Should you have questions, please contact Debbi Hart or Loretta Hunt- we love hearing from you.

List of Attachments

Ex. 5 - Deliberative Process

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA

From: Vizian, Donna

Sent: Monday, April 17, 2017 5:01 PM

To: 2017HQfirstassistants < 2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants

<2017Regionfirstassistants@epa.gov>

Cc: DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>; Gray, Linda

<gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Subject: EPA Workforce Reshaping Information

Importance: High

HI Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5th. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

Ex. 5 - Deliberative Process

Your office submittals will be compiled into one, agency-level VERA/VSIP proposal that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, no later than May 24, 2017.

Ex. 5 - Deliberative Process

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best, Donna

List of Attachments

1. 2.

Ex. 5 - Deliberative Process

4.

3.

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]

Sent: 4/20/2017 8:16:17 PM

To: Loretta Hunt [Hunt.Loretta@epa.gov]
Subject: FW: EPA Workforce Reshaping Information

Attachments:

Ex. 5 - Deliberative Process

Importance: High

Loretta-

Did I forward this previously? Can't remember.

From: Vizian, Donna

Sent: Monday, April 17, 2017 5:01 PM

To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants

<2017Regionfirstassistants@epa.gov>

Cc: DAA-Career < DAACareer@epa.gov>; DRA < DRA@epa.gov>; ARA < ARA@epa.gov>; Gray, Linda

<gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Subject: EPA Workforce Reshaping Information

Importance: High

HI Everyone,

1.

2. 3.

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5th. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

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Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

List of Attachments

1. 2.

4.

5.

Ex. 5 - Deliberative Process

VERA and VSIP Guides from OPM – provide additional details on the two authorities.

From: Mahoney, Michael J [Mike.Mahoney@opm.gov]

Sent: 4/13/2017 2:43:44 PM

To: Hart, Debbi [Hart.Debbi@epa.gov]

Subject: RE: Quick questions on V/V [WARNING: DKIM validation failed]

Thanks. Ex. 5 - Deliberative Process Gregory

From: Hart, Debbi [mailto:Hart.Debbi@epa.gov] Sent: Thursday, April 13, 2017 10:29 AM

To: Mahoney, Michael J

Subject: RE: Quick questions on V/V [WARNING: DKIM validation failed]

Got it Mike—thank you. And hang in there! Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process | Thanks again-- Debbi

From: Mahoney, Michael J [mailto:Mike.Mahoney@opm.gov]

Sent: Wednesday, April 12, 2017 11:09 PM **To:** Hart, Debbi < Hart.Debbi@epa.gov>

Subject: Re: Quick questions on V/V [WARNING: DKIM validation failed]

Hi Debbi,

We can talk more about this tomorrow...and sorry for the late reply

The revised language in the template, that you've captured below, more closely tracks to the language in the reg. At the end of the day, it's the reg language that needs to be addressed. The templates are a way to help capture and synthesize the info OPM and OMB needs to approve. We thought this formulation was a bit more clear, and therefore less burdensome on requesting agencies (that being said.

As far as I know, OMB's role will remain the same. I think you would continue to coord with your OMB examiner as you always have. Again, neither the VSIP law or regs have changed...

I hope this answers your question. If not, we can chat tomorrow

-mike

Sent from my iPad

On Apr 12, 2017, at 3:47 PM, "Hart, Debbi" < Hart.Debbi@epa.gov > wrote:

Hello Mike-

Ex. 5 - Deliberative Process

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]

Sent: 5/23/2017 2:27:39 PM

To: Vizian, Donna [Vizian.Donna@epa.gov]

CC: Kuhns, Jason [kuhns.jason@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Loretta Hunt [Hunt.Loretta@epa.gov];

Showman, John [Showman.John@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Gray, Linda

[gray.linda@epa.gov]

Subject: RE: Workforce Reshaping follow up

Attachments: Copy of 05232017VERA VSIP Major Themes For Agency.xlsx

Importance: High

Donna-

Ex. 5 - Deliberative Process

To print on one page:

On the Excel Print Screen, chose Landscape Orientation and on the bottom drop down about scaling, Choose the fit on one page option. This will create small print but can be improved by removing the comment column from the print selection.

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Vizian, Donna

Sent: Friday, May 12, 2017 3:57 PM

To: 2017HQfirstassistants < 2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants

<2017Regionfirstassistants@epa.gov>

Cc: Hart, Debbi < Hart. Debbi@epa.gov >; Parker, Gary < parker.gary@epa.gov >; Hunt, Loretta < Hunt.Loretta@epa.gov >;

Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; DAA-Career

<<u>DAACareer@epa.gov</u>>; DRA <<u>DRA@epa.gov</u>>; ARA <<u>ARA@epa.gov</u>>

Subject: Workforce Reshaping follow up

Hi Everyone,

Ex. 5 - Deliberative Process

Two other things:	Ex. 5 - Deliberative Process

OPM's revised VSIP template addresses safe positions (attached, pg. 2, first paragraph):

The agency's targeted population chart, "... may include additional categories of employees beyond those whose positions are directly targeted for elimination/restructuring (i.e., positions that are not the main focus for reduction/restructuring/elimination, but which are included in the VSIP offering only to the extent that they may provide a placement for an employee whose position will be reduced/restructured/eliminated.)

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Enjoy the weekend.

Donna

From: Westenberger, Andrea [Westenberger.Andrea@epa.gov]

Sent: 4/20/2017 7:18:09 PM

To: Hart, Debbi [Hart.Debbi@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]

Subject: FW: EPA Workforce Reshaping Information

Attachments: Ex. 5 - Deliberative Process

Importance: High

Hi Debbi and Loretta – Can you unlock/resend the spreadsheet? It's locked right now so we can't do much editing in the regions. Also, let me know when you have the template for the org charts. As I mentioned to Debbi, I'm happy to help with options if you'd like.

Thanks, Andrea

Andrea Westenberger

Lead Region Coordinator for OCFO & OARM
Regional Planner | Strategic Planning | EPA Region 10
1200 Sixth Avenue, OMP 21-I01
Seattle, WA 98101
(206) 553-6111 (office)
(206) 719-9154 (cell)
westenberger.andrea@epa.gov

From: Vizian, Donna

Sent: Monday, April 17, 2017 2:01 PM

To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants

<2017Regionfirstassistants@epa.gov>

Cc: DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>; Gray, Linda

<gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Subject: EPA Workforce Reshaping Information

Importance: High

HI Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5th. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

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Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best, Donna



5. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

From: Pace, Donald [Pace.Donald@epa.gov]

Sent: 5/19/2017 12:42:38 PM

To: Vizian, Donna [Vizian.Donna@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]

CC: Mugdan, Walter [Mugdan.Walter@epa.gov]; Manna, Richard [Manna.Richard@epa.gov]; Pastalove, Barbara

[Pastalove.Barbara@epa.gov]

Subject: FW: Workforce Reshaping follow up

Attachments: Copy of Copy of VERA VSIP Workfile 5-17-17 (003).xlsx

Good morning Donna and Debbi,

Attached is Region 2's response to this request outlining our current position on workforce reshaping. Please let me or our HRO, Barbara Pastalove, know if you have any questions. Thanks and have a nice weekend.

From: Vizian, Donna

Sent: Friday, May 12, 2017 12:57 PM

To: 2017HQfirstassistants < 2017HQfirstassistants@epa.gov >; 2017Regionfirstassistants

<2017Regionfirstassistants@epa.gov>

Cc: Hart, Debbi Hart, Debbi@epa.gov; Parker, Gary Hunt, Loretta Hunt, Loretta@epa.gov; Parker, Gary Hunt, Loretta Hunt, Loretta@epa.gov; Parker, Gary Hunt, Loretta Hunt, Loretta Hunt, Loretta Hunt, Loretta@epa.gov; Parker, Gary Hunt, Aparker.gary@epa.gov; Parker, Aparker.gary@epa.gov; Parker, Aparker.gary@epa.gov; Parker, Aparker.gary@epa.gov; Parker, Aparker.gary@epa.go

Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <<u>Carpenter.Wesley@epa.gov</u>>; DAA-Career

<<u>DAACareer@epa.gov</u>>; DRA <<u>DRA@epa.gov</u>>; ARA <<u>ARA@epa.gov</u>>

Subject: Workforce Reshaping follow up

Hi Everyone,

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Two other things: Ex. 5 - Deliberative Process

OPM's revised VSIP template addresses safe positions (attached, pg. 2, first paragraph):

The agency's targeted population chart, "... may include additional categories of employees beyond those whose positions are directly targeted for elimination/restructuring (i.e., positions that are not the main focus for reduction/restructuring/elimination, but which are included in the VSIP offering only to

Ex. 5 - Deliberative Process

Enjoy the weekend.

Donna

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]

Sent: 5/11/2017 7:26:01 PM

To: Milton, Laura [Milton.Laura@epa.gov]

CC: Loretta Hunt [Hunt.Loretta@epa.gov]

Subject: RE: EPA Workforce Reshaping Information

Laura-

We should probably discuss this. I

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

From: Milton, Laura

Sent: Thursday, May 11, 2017 10:09 AM **To:** Hart, Debbi < Hart. Debbi@epa.gov>

Subject: RE: EPA Workforce Reshaping Information

Thank you!

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Laura Milton, PMO
Administrative Management Division
OECA/Office of Administration and Policy
US Environmental Protection Agency

Phone: 202-564-6017 milton.laura@epa.gov

From: Hart, Debbi

Sent: Thursday, May 11, 2017 9:52 AM **To:** OHR PMOs < OHR PMOs@epa.gov>

Cc: Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <<u>Hunt.Loretta@epa.gov</u>>

Subject: FW: EPA Workforce Reshaping Information

Hello Again!

FYI—We've been having VERA/VSIP discussions with the ARAs and RHROs over the past couple of days and R5 shared a modified version of our targeted positions template with the group. I know a number of you have reached out to us previously about Ex. 5 - Deliberative Process modifications and we've provided you guidance but wanted to share this example with you all as it may be helpful. Please feel free to reach out to Gary Parker with any questions. Thanks. Debbi

Debbi Hart Director Policy, Planning & Training Division OHR, OARM *********************

From: Westenberger, Andrea

Sent: Wednesday, May 10, 2017 11:33 AM

To: ARA <ARA@epa.gov>; Deputy ARAs <Deputy ARAs@epa.gov>; RHRO <RHRO@epa.gov>

Cc: Gray, Linda <gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>;

Hitchens, Lynnann hitchens.lynnann@epa.gov; Clifton, Tony Clifton.Tony@epa.gov; Young, Kendrick

<Young.Kendrick@epa.gov>

Subject: RE: EPA Workforce Reshaping Information

Hello ARAs, DARAs, and HROs,

Per our call with OARM yesterday, attached are two spreadsheets:

1.

2.

Ex. 5 - Deliberative Process

Please let me know if you have any questions.

Thanks, Andrea

Andrea Westenberger

Lead Region Coordinator for OCFO & OARM
Regional Planner | Strategic Planning | EPA Region 10
1200 Sixth Avenue, OMP 21-I01
Seattle, WA 98101
(206) 553-6111 (office)
(206) 719-9154 (cell)
westenberger.andrea@epa.gov

From: Vizian, Donna

Sent: Monday, April 17, 2017 2:01 PM

To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants

<2017Regionfirstassistants@epa.gov>

Cc: DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>; Gray, Linda

<gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Subject: EPA Workforce Reshaping Information

Importance: High

HI Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. As we agreed, the first step will

be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5th. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

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Ex. 5 - Deliberative Process

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best, Donna

1.

3.

4.

List of Attachments

2.

Ex. 5 - Deliberative Process

5.

6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]

Sent: 5/22/2017 9:52:34 PM

To: Sanders, Amy [Sanders.Amy@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]

CC: Newton, Cheryl [Newton.Cheryl@epa.gov]; Breneman, Sara [breneman.sara@epa.gov]

Subject: RE: Workforce Reshaping follow up

Amy—Friday's exercise was an estimate. Makes sense that you would tighten it down so don't worry about exactly matching numbers. Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Sanders, Amy

Sent: Monday, May 22, 2017 5:40 PM

To: Vizian, Donna < Vizian. Donna@epa.gov>; Hart, Debbi < Hart. Debbi@epa.gov>

Cc: Newton, Cheryl <Newton.Cheryl@epa.gov>; Breneman, Sara <breneman.sara@epa.gov>

Subject: RE: Workforce Reshaping follow up

Donna/Debbi,

How firm do we need to be with our estimate from Friday? Between submitting our estimate on Friday and today, we have a position or two that we may want to remove from our package.

Thanks,

Amy Sanders
Acting, Assistant Regional Administrator
U.S. EPA, Region 5
Resources Management Division
77 W Jackson Blvd
Chicago, IL 60604

Email: <u>sanders.amy@epa.gov</u> Office: (312) 353-9196 Office Fax: (312) 353-1517

From: Sanders, Amy

Sent: Friday, May 19, 2017 2:27 PM

To: Vizian, Donna < Vizian. Donna@epa.gov>; Hart, Debbi < Hart. Debbi@epa.gov>

Cc: Sypniewski, Bruce <sypniewski.bruce@epa.gov>; Newton, Cheryl <Newton.Cheryl@epa.gov>; Breneman, Sara

<bre>breneman.sara@epa.gov>

Subject: FW: Workforce Reshaping follow up

Donna/Debbi,

Thanks.

Amy

From: Vizian, Donna

Sent: Friday, May 12, 2017 12:57 PM

To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants

<2017Regionfirstassistants@epa.gov>

Cc: Hart, Debbi < Hart. Debbi@epa.gov>; Parker, Gary < parker.gary@epa.gov>; Hunt, Loretta < Hunt.Loretta@epa.gov>;

Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; DAA-Career

<DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>

Subject: Workforce Reshaping follow up

Hi Everyone,

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Two other things:

Ex. 5 - Deliberative Process

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Ex. 5 - Deliberative Process

Enjoy the weekend.

Donna

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]

Sent: 5/24/2017 7:25:12 PM

To: Soward, Ruth-Alene [Soward.Ruth-Alene@epa.gov]

CC: Hunt, Tracy [Hunt.Tracy@epa.gov]; Freggens, Barbara [Freggens.Barbara@epa.gov]; Kern, Janice

[Kern.Janice@epa.gov]; Loretta Hunt [Hunt.Loretta@epa.gov]

Subject: RE: EPA Workforce Reshaping Information

Ruth—absolutely fine. We already have more than enough to work with so take the time to finalize your package. Thanks for the heads up. Debbi

From: Soward, Ruth-Alene

Sent: Wednesday, May 24, 2017 2:39 PM **To:** Hart, Debbi < Hart. Debbi@epa.gov>

Cc: Hunt, Tracy < Hunt.Tracy@epa.gov>; Freggens, Barbara < Freggens.Barbara@epa.gov>; Kern, Janice

<Kern.Janice@epa.gov>

Subject: RE: EPA Workforce Reshaping Information

Debbie, I may need to submit our package tomorrow. OCFO has numerous managers out of town attending the Budget Technical Workshop in RTP and I need to run this package by some of them before submitting it to you. I may be able to send you a good draft, with a final version coming tomorrow. I hope that's okay.

Ruth

From: Hart, Debbi

Sent: Tuesday, May 23, 2017 4:45 PM

To: OHR PMOs < OHR PMOs@epa.gov>; RHRO < RHRO@epa.gov>

<<u>Showman.John@epa.gov</u>>; Vizian, Donna <<u>Vizian.Donna@epa.gov</u>>

Subject: FW: EPA Workforce Reshaping Information

Importance: High

All-

Just a reminder of what we are looking for in your VERA/VSIP submission.

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2.

1.

Ex. 5 - Deliberative Process

3.

Should you have questions, please contact Debbi Hart or Loretta Hunt- we love hearing from you.

List of Attachments

1. 2.

Ex. 5 - Deliberative Process

3.

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Vizian, Donna

Sent: Monday, April 17, 2017 5:01 PM

To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants

<2017Regionfirstassistants@epa.gov>

Cc: DAA-Career <<u>DAACareer@epa.gov</u>>; DRA <<u>DRA@epa.gov</u>>; ARA <<u>ARA@epa.gov</u>>; Gray, Linda

<gray.linda@epa.gov>; Hart, Debbi < Hart.Debbi@epa.gov>

Subject: EPA Workforce Reshaping Information

Importance: High

HI Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5th. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

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Ex. 5 - Deliberative Process

3.

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best,

List of Attachments

2.
 3.

Ex. 5 - Deliberative Process

5.

4.

VERA and VSIP Guides from OPM – provide additional details on the two authorities.

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]

Sent: 5/8/2017 12:35:00 PM

To: Smith, Susan [Smith.Susan@epa.gov]

CC: Vizian, Donna [Vizian.Donna@epa.gov]; Breen, Barry [Breen.Barry@epa.gov]; Simon, Nigel [Simon.Nigel@epa.gov];

Nicholas, David [Nicholas.David@epa.gov]

Subject: RE: EPA Workforce Reshaping Information

Got it—thanks Susan.

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Smith, Susan

Sent: Monday, May 08, 2017 8:17 AM **To:** Hart, Debbi Hart, Debbi@epa.gov>

Cc: Vizian, Donna < Vizian. Donna@epa.gov>; Breen, Barry < Breen. Barry@epa.gov>; Simon, Nigel

<Simon.Nigel@epa.gov>; Nicholas, David <Nicholas.David@epa.gov>

Subject: RE: EPA Workforce Reshaping Information

Good morning!!

Welcome back Debbie! Attaching a final version which incorporates minor typographical errors. I also removed the draft watermark. Give us a call if you have questions!

Susan C Smith

202-564-6656 (w)

Ex. 6 - Personal Privacy (W Cell)

From: Smith, Susan

Sent: Friday, May 5, 2017 1:46 PM
To: Hart, Debbi < Hart. Debbi@epa.gov>

Cc: Vizian, Donna < Vizian. Donna@epa.gov>; Breen, Barry < Breen. Barry@epa.gov>; Simon, Nigel

<Simon.Nigel@epa.gov>; Nicholas, David <Nicholas.David@epa.gov>

Subject: FW: EPA Workforce Reshaping Information

Dear Debbi -

Per Donna's email below, attached is our initial workforce reshaping proposal as a result of our discussions with the NPMs. Please feel free to contact me at 202-564-6656 or Nigel Simon at 202-564-6629 if you have questions or need additional information. Thanks!



Susan Smith, Director Organizational Management and Integrity Staff Office of Land and Emergency Management/U.S. EPA 1301 Constitution Ave., NW, Washington, DC 20460 4139 WJC West/MC: 5101T

202-564-6656 (office) Ex. 6 - Personal Privacy | cell) 202-566-6324 (fax)

Follow OLEM on Twitter @EPALand

Begin forwarded message:

From: "Vizian, Donna" < Vizian. Donna@epa.gov>

To: "2017HQfirstassistants" < 2017HQfirstassistants@epa.gov>, "2017Regionfirstassistants"

<2017Regionfirstassistants@epa.gov>

Cc: "DAA-Career" < DAACareer@epa.gov>, "DRA" < DRA@epa.gov>, "ARA" < ARA@epa.gov>, "Gray,

Linda" <gray.linda@epa.gov>, "Hart, Debbi" <Hart.Debbi@epa.gov>

Subject: EPA Workforce Reshaping Information

HI Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5th. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

Ex. 5 - Deliberative Process

Your office submittals will be compiled into one, agency-level VERA/VSIP proposal that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, no later than May 24, 2017.

Ex. 5 - Deliberative Process

2.3.

1.

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best, Donna

List of Attachments

5.

6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]

Sent: 5/22/2017 9:36:07 PM

To: Vizian, Donna [Vizian.Donna@epa.gov]

CC: Kuhns, Jason [kuhns.jason@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Loretta Hunt [Hunt.Loretta@epa.gov];

Showman, John [Showman.John@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Gray, Linda

[gray.linda@epa.gov]

Subject: RE: Workforce Reshaping follow up

Attachments: Copy of 05222017VERA VSIP Major Themes For Agency.xlsx

Donna-

As discussed, please see attached. I have not had a moment to review this carefully and would like to do that before sharing with everyone. You'll want to review the EPA sheet first as it has a bit of a summary included. You can let us know if you want more summary analysis included. I already see a few clean-up items (e.g., OARM's comments should be contained in the column.) We will tighten up here in the morning and shoot over a final to you in advance of your noon meeting. Does that work for you? Let us know if you have questions. Thank you. Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Vizian, Donna

Sent: Friday, May 12, 2017 3:57 PM

To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants

<2017Regionfirstassistants@epa.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>;

Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; DAA-Career

<DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>

Subject: Workforce Reshaping follow up

Hi Everyone,

Ex. 5 - Deliberative Process

Two other things:	Ex. 5 - Deliberative Process

OPM's revised VSIP template addresses safe positions (attached, pg. 2, first paragraph):

The agency's targeted population chart, "... may include additional categories of employees beyond those whose positions are directly targeted for elimination/restructuring (i.e., positions that are not the main focus for reduction/restructuring/elimination, but which are included in the VSIP offering only to the extent that they may provide a placement for an employee whose position will be reduced/restructured/eliminated.)

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Enjoy the weekend.

Donna

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]

Sent: 2/23/2017 6:06:12 PM

To: Kuhns, Jason [kuhns.jason@epa.gov]; Parker, Gary [parker.gary@epa.gov]

Subject: FW: OIG VERA-VSIP Report

Attachments: VERA-VSIP-Final Report-01-26-17 (003) OW TABLE 4.docx

OW comments attached which I think are only on p. 11. We can discuss at meeting tomorrow.

From: Erickson, Amber

Sent: Wednesday, February 22, 2017 5:02 PM

To: Hart, Debbi < Hart. Debbi@epa.gov>; Torrez, Alfredo < Torrez. Alfredo@epa.gov>

Subject: RE: OIG VERA-VSIP Report

Hi Debbi,

Attaching OW's quick comments on the report in track changes. The biggest issue is whether Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

'Il touch base with Alfredo in the morning and then get you our official updates. Thanks for all your work in

Amber Erickson | Senior Human Capital Analyst | Management & Operations Staff / Office of the Assistant Administrator / Office of Water /

From: Hart, Debbi

US EPA | 202.586.2984

getting us the extra time!

Sent: Wednesday, February 22, 2017 4:30 PM **To:** Torrez, Alfredo < <u>Torrez.Alfredo@epa.gov</u>> **Cc:** Erickson, Amber < <u>Erickson.Amber@epa.gov</u>>

Subject: RE: OIG VERA-VSIP Report

Thanks Alfredo—what a trooper! Get better!

I spoke with Amber earlier today for an update and now negotiated a little bit of an extension with Tim Roach. We have until this Friday to get our updates up and over. In your absence I'll coordinate with Amber. Thanks again. Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Torrez, Alfredo

Sent: Wednesday, February 22, 2017 11:32 AM

To: Hart, Debbi < Hart. Debbi@epa.gov > Subject: RE: OIG VERA-VSIP Report

Hi Debbi,

We do have updates and a memo we would like to add to the report. This is in for our acting AA's signature. I'm out of the office today | Ex. 6 - Personal Privacy | so I'll ask one of my staff to check on it.

Alfredo Torrez, Associate Director and OW Program Management Official Management and Operations Staff Office of Water, Office of the Assistant Administrator U.S. Environmental Protection Agency

Room 3311C WJC East (4101M)

Phone: (202) 564-6621 Mobile:

Ex. 6 - Personal Privacy

Fax: (202) 564-0500

Email: torrez.alfredo@epa.gov

Please consider the environment before printing this email.

Information contained in this message may be subject to the Privacy Act (5USC 552a) and should be treated accordingly. The information transmitted is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged information. Any review, re-transmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited. If you receive this in error, please contact the sender and delete the material from any computer.

From: Hart, Debbi

Sent: Wednesday, February 22, 2017 11:29 AM **To:** Torrez, Alfredo < <u>Torrez.Alfredo@epa.gov</u>>

Subject: FW: OIG VERA-VSIP Report

Importance: High

Hi Alfredo-

Per my messages—do you have some number updates to Table 4? Are you in today? I need to provide Tim with an update ASAP. Thanks.

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Hart, Debbi

Sent: Thursday, February 16, 2017 12:24 PM **To:** Torrez, Alfredo Torrez, Alfredo@epa.gov>

Subject: FW: OIG VERA-VSIP Report

Importance: High

Hello Alfredo-

Checking in—is your update close? Tim Roach emailed me today...

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Hart, Debbi

Sent: Friday, February 10, 2017 1:22 PM

To: Schwartz, Barbara <<u>Schwartz.Barbara@epa.gov</u>>; Bailey, Rhonda <<u>Bailey.Rhonda@epa.gov</u>>; Torrez, Alfredo <<u>Torrez.Alfredo@epa.gov</u>>; Stevens, Robert <<u>Stevens.Robert@epa.gov</u>>; Milton, Laura <<u>Milton.Laura@epa.gov</u>>

Cc: Kuhns, Jason <<u>kuhns.jason@epa.gov</u>>; Parker, Gary <<u>parker.gary@epa.gov</u>>; Carpenter, Wesley

<<u>Carpenter.Wesley@epa.gov</u>> **Subject:** FW: OIG VERA-VSIP Report

Importance: High

Greetings!

Please see the attached and message below. It sounds like the OIG ran into a few bumps trying to finalize this report. As a result, they are reporting final hiring numbers from the May 2016 timeframe. I asked Tim if we could update them for the final report and he is open to that. Can you please take a look at the latest report, particularly Table 4 on page 11 and let me know at your earliest if you have updates on the number of VERA/VSIP vacated positions that are now filled in your respective office? You can also let me know if you have any other edits or updates to the report that should be included. Thank you—contact me with any questions. Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Roach, Tim

Sent: Friday, January 27, 2017 9:21 AM To: Hart, Debbi < Hart. Debbi @epa.gov >

Cc: Lewis, Eric <Lewis.Eric@epa.gov>; Beeson, Benjamin W. <Beeson.Benjamin@epa.gov>; Carter, Leon

<Carter.Leon@epa.gov>

Subject: OIG VERA-VSIP Report

Hello Debbie

We completed our edits and I attached the revised VERA-VSIP report, along with the draft from last Spring. The report's undergone some significant editing since you last reviewed it, due to internal decisions about how to report the results of a review of our own organization. We decided against incorporating those findings into this report and will issue a separate report about the OIG's implementation of its buyout authority. I'll send you a copy of that once it is issued.

Please review this version and share it with the offices and regions that would like to see it one more time. Please note that some of the differences between the two reports are due to comments we received about the draft. If you have questions about the content or want to submit comments, please let me know as soon as possible. We're performing our quality assurance steps now and that will continue for the next few weeks. I'll keep you informed about that process.

Thanks once again for your time and patience with this process. While we've been delayed issuing the final, we've always felt it is important to report about the agency's progress achieving restructuring goals and how those were aided

by the buyout authority. Sharing this experience via our report informs EPA, other agencies, and the public about the impact of buyouts and subsequent restructuring activities that help the agency better carry out is mission.

Sincerely,

Tim R 312-886-3026

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]

Sent: 5/8/2017 1:30:10 PM

To: Loretta Hunt [Hunt.Loretta@epa.gov]

Subject: FW: Supervisory Ratio

Have you talked with Gary about this?

Ex. 5 - Deliberative Process

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Parker, Gary

Sent: Monday, May 08, 2017 9:14 AM

To: Moore, Bobby <Moore.Bobby@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>

Subject: RE: Supervisory Ratio

Thanks Bobby.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Thanks.

Gary

Mr. Gary Parker Branch Chief, Workforce Planning USEPA/OARM/OHR (O) 202-564-7421 (M) 202-253-7099

From: Moore, Bobby

Sent: Monday, May 08, 2017 9:12 AM
To: Parker, Gary parker.gary@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>

Subject: RE: Supervisory Ratio

Hi Gary,

Ex. 5 - Deliberative Process

Thanks.

Bobby Moore, Director Information Technology Division (ITD)

Office of Human Resources (OHR)

U.S. Environmental Protection Agency 1200 Pennsylvania Ave. N.W. MailCode: 3603M // WJC-East Bldg. // Rm. 1227-A Washington, D.C. 20460 (202) 564-7542 (Office) (202) 564-7544 (Fax)

(Hours: 7:00am - 5:30pm M-TH)

HR LoB: Online HR System Access Request Form

*********** Privacy Act Note ************

- * Information contained in this message may be subject to the *

From: Parker, Gary

Sent: Friday, May 05, 2017 2:52 PM

To: Moore, Bobby < Moore, Bobby@epa.gov > Cc: Hart, Debbi < Hart, Debbi@epa.gov >

Subject: Supervisory Ratio

Bobby,

Ex. 5 - Deliberative Process

R, Gary

Mr. Gary Parker Branch Chief, Workforce Planning USEPA/OARM/OHR (O) 202-564-7421 (M) 202-253-7099

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]

Sent: 7/7/2017 8:40:19 PM

To: Parker, Gary [parker.gary@epa.gov]

Subject: RE: EPA Final VERA/VSIP Request--email 1 of 3

Agreed and thank you again! Have a great trip and RELAX!

From: Parker, Gary

Sent: Friday, July 07, 2017 4:17 PM **To:** Hart, Debbi < Hart. Debbi@epa.gov>

Subject: RE: EPA Final VERA/VSIP Request--email 1 of 3

Great news!

Mr. Gary Parker Branch Chief, Workforce Planning USEPA/OARM/OHR (O) 202-564-7421 (M) 202-253-7099

From: Hart, Debbi

Sent: Friday, July 07, 2017 4:16 PM

To: Terris, Carol < Terris. Carol@epa.gov >; Remmers, Janet < Remmers_Janet@epa.gov >

Cc: Hunt, Loretta < Hunt.Loretta@epa.gov >; Showman, John < Showman.John@epa.gov >; Parker, Gary

<parker.gary@epa.gov>

Subject: RE: EPA Final VERA/VSIP Request--email 1 of 3

Importance: High

Ex. 5 - Deliberative Process

Thanks again for your help on this!

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Terris, Carol

Sent: Friday, July 07, 2017 3:39 PM

To: Remmers, Janet < Remmers. Janet@epa.gov >

Cc: Hunt, Loretta < Hunt.Loretta@epa.gov>; Hart, Debbi < Hart.Debbi@epa.gov>

Subject: RE: EPA Final VERA/VSIP Request--email 1 of 3

Thank you Janet for taking care of this!

Ex. 5 - Deliberative Process

From: Remmers, Janet

Sent: Friday, July 07, 2017 3:32 PM **To:** Hart, Debbi heart.Debbi@epa.gov>

Cc: Terris, Carol < Terris. Carol@epa.gov>; Hunt, Loretta < Hunt.Loretta@epa.gov>

Subject: RE: EPA Final VERA/VSIP Request--email 1 of 3

Ex. 5 - Deliberative Process

Janet Remmers, Ph.D.

RPROS

Office of Budget/OCFO Mail code: 2732A office: 202-564-0548 aws: 301-593-7870

From: Remmers, Janet

Sent: Friday, July 07, 2017 3:05 PM **To:** Hart, Debbi Hart.Debbi@epa.gov>

Cc: Terris, Carol < Terris. Carol@epa.gov>; Hunt, Loretta < Hunt. Loretta@epa.gov>

Subject: RE: EPA Final VERA/VSIP Request--email 1 of 3

Debbi

Ex. 5 - Deliberative Process

Janet Remmers, Ph.D.

RPROS

Office of Budget/OCFO Mail code: 2732A office: 202-564-0548 aws: 301-593-7870

From: Hart, Debbi

Sent: Friday, July 07, 2017 12:39 PM

To: Remmers, Janet < Remmers. Janet@epa.gov >

Cc: Terris, Carol < Terris. Carol@epa.gov>; Hunt, Loretta < Hunt. Loretta@epa.gov>

Subject: FW: EPA Final VERA/VSIP Request--email 1 of 3

Importance: High

Janet—as discussed. Let me know how your conversation goes when you get a minute. THANKS AGAIN!

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Hart, Debbi

Sent: Friday, July 07, 2017 9:11 AM

To: Coomber, Robert <coomber.robert@epa.gov>; Corbett, Krysti <<u>Corbett.Krysti@epa.gov</u>>; Engebretson, Lizabeth

<<u>Engebretson.Lizabeth@epa.gov</u>>; Bonner, Jerome <<u>Bonner.Jerome@epa.gov</u>>; Taylor, Jeremy

<<u>Taylor.Jeremy@epa.gov</u>>; Arron Helm <<u>Helm.Arron@epa.gov</u>>; Peabody, Hitch <<u>Peabody, Hitch@epa.gov</u>>

Cc: Carpenter, Wesley < Carpenter. Wesley@epa.gov>; Gray, Linda < gray.linda@epa.gov>; Loretta Hunt

< Hunt.Loretta@epa.gov>; Parker, Gary < parker.gary@epa.gov>

Subject: FW: EPA Final VERA/VSIP Request--email 1 of 3

Importance: High

All-

As submitted in final to OPM/OMB (we had to break it into three pieces so that OPM will receive it.) Ex.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex.5-Deliberative Process | will let you know what I hear from OPM and OMB--fingers crossed for quick final approval! Let me know if there are questions. Thank you! Debbi

From: Hart, Debbi

Sent: Friday, July 07, 2017 8:52 AM

To: Snowden, Gregory A <Gregory.Snowden@opm.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>; Coleman,

Darrell E < <u>Darrell.Coleman@opm.gov</u>>; Thornton, Cathryn < <u>Cathryn.Thornton@opm.gov</u>>; Butler, Monica

<<u>Monica.Butler@opm.gov</u>>; Mulligan, James S. **Ex. 6 - Personal Privacy** 'Grossman, Andrea L.

Ex. 6 - Personal Privacy

Cc: Vizian, Donna < Vizian. Donna@epa.gov>; Showman, John < Showman. John@epa.gov>; Gray, Linda

<gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Loretta
Hunt <Hunt.Loretta@epa.gov>

Subject: EPA Final VERA/VSIP Request--email 1 of 3

Importance: High

Greetings All-

Thank you for your assistance with this effort. As for our informal request, we are submitting our final package in three pieces. Attached is our signed VERA/VSIP template request. This will be followed by our final business case and targeted positions table. Please let us know if there are any questions. Thanks again-- Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov



From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]

Sent: 4/24/2017 5:35:20 PM

To: Moore, Bobby [Moore.Bobby@epa.gov]

CC: Martinez, Doris [Martinez.Doris@epa.gov]; Kirkland, William [Kirkland.William@epa.gov]; Loretta Hunt

[Hunt.Loretta@epa.gov]

Subject: RE: Need to update link

Got it—thank you!

Bill—I'll try to call you shortly.

From: Moore, Bobby

Sent: Monday, April 24, 2017 1:34 PM To: Hart, Debbi <hart.Debbi@epa.gov>

Cc: Martinez, Doris < Martinez. Doris@epa.gov>; Kirkland, William < Kirkland. William@epa.gov>

Subject: Re: Need to update link

Hi Debbi,

Bill Kirkland can help with this. I've included him in the message.

Sent from my iPhone

On Apr 24, 2017, at 12:05 PM, Hart, Debbi < Hart. Debbi@epa.gov > wrote:

Doris-

Who can we work with to get this link updated quickly? Thanks in advance. Debbi

http://intranet.epa.gov/policy/buyouts/

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP

(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]

Sent: 4/14/2017 2:54:38 PM

To: Schulman, Marvin [Schulman.Marvin@epa.gov]
Subject: RE: FOLLOW UP - Reorg & VERA/VSIP Question

Ex. 5 - Deliberative Process

From: Schulman, Marvin

Sent: Friday, April 14, 2017 10:48 AM **To:** Hart, Debbi <hart.Debbi@epa.gov>

Subject: FOLLOW UP - Reorg & VERA/VSIP Question

Importance: High

Hey -

Ex. 5 - Deliberative Process

Available to discuss this further, at your convenience

Thanks

Marvin

From: Schulman, Marvin

Sent: Thursday, April 13, 2017 6:33 PM
To: Hart, Debbi < Hart. Debbi@epa.gov >
Subject: rEORG & vera/vsip qUESTION

Ex. 5 - Deliberative Process

Please advise

THANKS

Marvin

(202) 564-7778

From: Schulman, Marvin [Schulman.Marvin@epa.gov]

Sent: 4/14/2017 2:48:25 PM

To: Hart, Debbi [Hart.Debbi@epa.gov]

Subject: FOLLOW UP - Reorg & VERA/VSIP Question

Importance: High

Hey -

Ex. 5 - Deliberative Process

Available to discuss this further, at your convenience

Thanks

Marvin

From: Schulman, Marvin

Sent: Thursday, April 13, 2017 6:33 PM To: Hart, Debbi <Hart.Debbi@epa.gov> Subject: rEORG & vera/vsip qUESTION

Ex. 5 - Deliberative Process

Please advise

THANKS

Marvin

(202) 564-7778